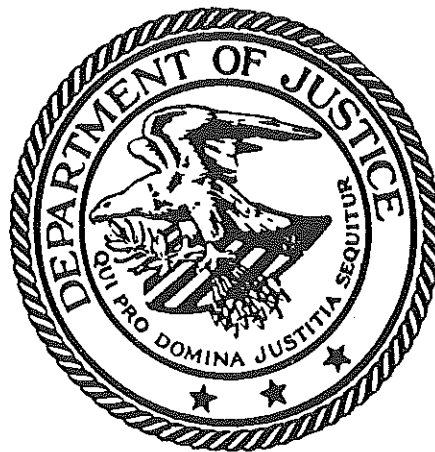


UNITED STATES ATTORNEYS' DOCKET  
AND REPORTING SYSTEM



UNITED STATES DEPARTMENT OF JUSTICE

JANUARY 1958

UNITED STATES ATTORNEYS' DOCKET AND REPORTING SYSTEM

TABLE OF CONTENTS

INTRODUCTION	PAGE NO.
PART I - Case Record Cards	
A. Complaint and Court Proceedings Record, Form No. USA-115 .....	3
B. Claim and Court Proceedings Record, Form No. USA-116 .....	8
C. Debtor Index and Payment Record, Form No. USA-117 .....	12
PART II - Litigation Reporting System	
A. General Procedure and Relationship to Case Record Cards .....	18
B. Criminal Cases and Matters .....	20
1. Reporting Procedure .....	20
2. Code Instruction .....	26
C. Civil Cases and Matters .....	28
1. Reporting Procedure .....	28
2. Lands Condemnation Matters .....	32
3. Code Instruction .....	34
D. Referral and Agency Code Instructions .....	36
E. Monthly Caseload Report .....	38
F. Reporting Changes with Mark-Sense Cards .....	39

January 1, 1958

# UNITED STATES ATTORNEYS' DOCKET AND REPORTING SYSTEM

## INTRODUCTION

The Department of Justice, like any other Government agency, is expected to perform its functions in the most efficient manner at the least possible cost. In order to accomplish this it must have a means for determining how much work is pending at a given time, how much has been completed during a specified period and what can reasonably be expected in the future. Further, it should be capable of establishing an equitable relationship between the volume of work performed and the amount of employee's time, material and services required to perform that volume. Since United States Attorneys' offices are the focal points for most of the Department's activities, it is highly important that a uniform and efficient record keeping system be employed in connection with their work. Each Office should recognize the necessity for such a system and have a clear understanding of the overall objectives

In an effort to fulfill the above needs and improve upon existing procedures, a revised system for reporting cases and matters handled by United States Attorneys' offices was adopted July 1, 1953. Shortly thereafter, a card index and record system was prescribed to replace the old docket procedure. While these procedures have undergone some revision, the basic features of the original system have been retained herein. The objectives of the Docket and Reporting System are stated as follows:

(1) To provide the necessary record of actions taken in each case or matter as it proceeds through the various stages of litigation or administrative disposition.

(2) To provide necessary workload and statistical information for

January 1, 1958

budget and management purposes. Such information is used to justify the appropriation of funds to carry out the activities of United States Attorneys' offices. Also, the distribution of funds so appropriated, to the several offices, is based to a large extent on information reported.

(3) To provide status information for the several legal divisions of the Department having supervision over cases and matters referred to United States Attorneys. Through the maintenance of a perpetual inventory of matters pending, and the preparation of periodic reports therefrom, these divisions can prevent cases and matters from becoming delinquent and insure their handling with dispatch and efficiency.

The purpose of this manual is to set forth comprehensive instructions with respect to the maintenance of docket records and preparation of monthly litigation reports. All revisions which have been issued from time to time in the form of Departmental memos and letters have been incorporated herein. The manual is composed of two parts: Part I deals with the case record card system, its purpose and procedure for maintenance and Part II covers the litigation reporting system. It is intended that the manual be used as a working tool by the employees engaged in maintaining case record cards and preparing the litigation reports required herein.

The detail procedures contained herein are prescribed for all offices and must be strictly adhered to. Any deviation from the system, unless specifically provided for in this instruction, must be approved by the Administrative Assistant Attorney General.

January 1, 1958

PART I - CASE RECORD CARDS

A. COMPLAINT AND COURT PROCEEDINGS RECORD, FORM NO. USA-115

1. General

Form No. USA-115, "Complaint and Court Proceedings Record" is to be used in all United States Attorneys' offices as an individual record of all criminal complaints (except those of a trivial nature or otherwise excluded herein) both oral and written which are received for consideration and action.

Each card is to contain all of the information and reportable actions taken by the United States Attorney in a criminal matter from the time of receipt to time of final disposition. In this regard, it will be noted that the lower portion of the card contains the same status and disposition codes as required for the monthly reports, and is correspondingly numbered.

Taken together, the Complaint and Court Proceedings Record cards represent the basic source of information from which monthly status reports of criminal cases and matters are made to the Department as required under the litigation reporting system prescribed in Part II.

2. Preparation of the Form No. USA-115 and Alphabetical Index

Immediately upon receipt of an oral or written complaint Form No. USA-115 is to be prepared for each person named in the complaint. The following exceptions will be made to this general rule:

- (a) Form No. USA-115 should not be prepared for Selective Service and Conscientious Objector complaints until such time as United States Attorneys are required to take some affirmative action. United States Attorneys usually act as forwarding officers in

Selective Service and Conscientious Objector matters prior to the approval of the Hearing Officer's report or the report of violation made by the F.B.I. When such information is received and some affirmative action or decision by United States Attorneys is required Form No. USA-115 is to be prepared.

(b) The form should not be prepared for petty offenses heard before United States Commissioners unless the United States Attorney or an Assistant is required to participate in the hearing or perform some duties in connection therewith.

(c) The form need not be prepared for complaints on which prosecution is declined immediately if the office uses Form No. USA-23 Criminal Complaint Sheet or similar document setting forth pertinent information, which is routed to the docket clerk and maintained as a record of the proceeding.

All of the information called for on the headings of the form is to be inserted by typewriter as soon as it becomes available. The headings are for the most part self-explanatory, however, the following instructions are provided in order that Forms No. USA-115 may be uniformly prepared by all offices:

(a) The code number of each District as it appears on the first column of the machine listing and on page 56 of the Appendix must be indicated on the docket card.

(b) The original number assigned to a complaint is to be entered in the space provided for "Complaint Number". Likewise the original defendant number assigned will be entered in the space provided for "Deft. No.". These numbers are to be used for filing, recording and

January 1, 1958

reporting purposes. The litigation reporting system, discussed in Part II, is entirely dependent on each matter being assigned a number at time of receipt, and using this same number throughout all subsequent proceedings. Strict observance of this requirement will facilitate handling of records and reports, both in the field and in the Department. The same "complaint number" will be used for each person named in the same complaint.

\* The snapout carbon copy will be detached and mailed to the Department  
 \*\* at the close of the day. The original will be placed in the docket file.

At the time Form No. USA-115 is prepared, a 3" x 5" card will also be prepared for each defendant, showing his name and the complaint number assigned. These cards will serve as an alphabetical index to Forms No. USA-115 which are filed numerically.

### 3. Procedures for Maintaining Forms No. USA-115

Forms No. USA-115 must be kept current at all times and United States Attorneys will be held responsible for complying with this requirement. Unless other satisfactory arrangements can be made to insure that the status of proceedings will be recorded from documents passing through the office, each attorney should be required to report all status changes to  
 \* the docket control office or clerk. This can be done by writing the change in the Remarks section of the IBM "mark-sense" cards which may if United States Attorneys desire, be broken down by Assistant United States Attorney  
 \*\* handling particular cases or matters. Otherwise a form such as one on the next page may be used.

January 1, 1958

<u>Change of Status Order</u>		
Name	Party No.	Case No.
Date	New Status	
<u>Name of Attorney</u>		

It will be noted that the lower portion of Form No. USA-115 contains generally, the same status and disposition codes as required for the monthly reports, and is correspondingly numbered. As a matter advances from one status to another, the appropriate code number is to be checked or circled and the date thereof inserted. The following should also be noted:

- a. Immediately below the status column is space for indicating the method of initiation of court action. The methods listed correspond to the monthly report.
- b. Space is provided under the "Defendant Status" section of the card for the entry of information concerning the defendant which United States Attorneys' offices will require.
- c. The upper right-hand side of the card lists the various court proceedings. Here again pen and ink entries may be made.
- d. The lower right-hand side of the card is devoted to the disposition of the case or matter. Spaces are provided to cover all possible methods of disposal, including those reported to the Department as well as others required by United States Attorneys' offices.

January 1, 1958



e. In order to conserve space, the reasons for "Dismissed without Prior Authorization from the Department", are not described. Code numbers are listed and space is available to insert the appropriate reason for dismissal.

f. On the reverse side of the card, the codes for status and disposition of appellate cases are listed, corresponding to those for the monthly reports. Entries for status as well as final disposition are to be made in pen and ink.

g. The remaining portion of the reverse side of the card may be used for the listing of any information concerning a case or matter not required for the monthly reports, but needed by United States Attorneys' offices.

Cards are to be filed in numerical sequence by complaint number, with separate files for pending and closed matters. The larger districts may file Forms No. USA-115 in numerical sequence by divisions.

\* During the month, as actions are posted on existing cards which were pending as of the close of the previous month, they are also to be marked

\*\* on the IBM "mark-sense" card in accordance with instructions in Part II.

After changes have been posted on Forms No. USA-115, cards for matters still pending are to be placed in the active file and cards for matters and cases in which action is completed are to be placed in the closed file.

An alphabetical index of pending and closed cases is to be maintained using 3" x 5" cards and prepared in accordance with paragraph 3 on page 5.

January 1, 1958

**B. CLAIM AND COURT PROCEEDINGS RECORD, FORM NO. USA-116**

**1. General**

Form No. USA-116, "Claim and Court Proceedings Record" is a companion card to Form USA-115. It is to be used in all United States

Attorneys' offices as an individual record of all Civil cases and matters

(including both claims for or against the Government and miscellaneous matters) which are referred to United States Attorneys for consideration and action by the Department and other agencies.

Actions taken by a United States Attorney with respect to a Civil matter are to be recorded on Form No. USA-116. Unlike the Criminal card, Form No. USA-116 does not contain status and disposition codes. Due to the number and diversity of procedural actions which may be taken in a

Civil case, the lower portion of the card has been left blank to permit

the listing of the various steps in chronological order. In addition to space available on the reverse side of the card, a continuation card,

Form No. USA-116-A is provided for cases and matters which require the listing of extensive proceedings and negotiations.

Considered together, the Claim and Court Proceedings Record cards, like the Criminal cards, form a basic source of information concerning Civil matters and cases from which reports are made to the Department.

**2. Preparation of Forms No. USA-116 and Alphabetical Index**

\* Forms No. USA-116 will be prepared upon receipt of matters requiring

\*\* active participation of the United States Attorney for such items as claims for or against the Government or other miscellaneous matters. With respect to claims, a separate card will be prepared for each individual opposing

\* the Government and named in the claim if there is separate monetary

liability. In matters involving joint monetary liability or non-monetary \*\* liability, forms are to be prepared on a case basis rather than one for each individual named in the case.

While responsibility for handling most Civil Tax and Admiralty matters rests with Departmental personnel, cards are to be prepared for these matters, on a case basis. Cards are not to be prepared for proofs of claims in tax cases unless United States Attorneys are requested to take affirmative action in such matters by the Tax Division.

All information called for on the headings of the form will be entered by typewriter as soon as it becomes available. The headings are for the most part self-explanatory, however, the following instructions are provided in order that Forms No. USA-116 may be uniformly prepared by all offices:

- \* (a) The code number of each district as it appears in the first \*\* column of the machine listing must be indicated on the docket card.
- (b) The original number assigned to the claim or matter is to be entered in the space provided for "Claim Number". Likewise, the original opposing party number assigned will be entered in the space provided for "Opposing Party Number". These numbers are to be used for filing, recording and reporting purposes. The litigation reporting system discussed in Part II is entirely dependent on each claim or matter being assigned a number at the time of receipt and using the same number throughout subsequent proceedings. The same "Claim Number" is to be used for each party opposing the United States in the same suit or matter.
- (c) The date that the claim or matter is received by the United

January 1, 1958

States Attorney's office will be entered in the space provided for

"Date Claim Received".

(d) Enter the agency name and code in the space provided for "Agency Involved - Code No."

(e) In those matters referred to the United States Attorney by the Department, the Department File Number must be inserted in the space

\* provided. Also, the Civil Division Section code must be inserted

\*\* when applicable.

### 3. Procedure for Maintaining Forms No. USA-116

As in the case of Form No. USA-115, United States Attorneys are responsible for keeping the Claim and Court Proceedings Record Current. Unless other satisfactory arrangements can be made to insure that status proceedings are recorded promptly from the documents passing through the office, each attorney should be required to report all changes of status to the docket

\* control office or clerk. The IBM "mark-sense" card or a mimeograph form of the same type suggested in the preceding section may be used for this

\*\* purpose.

Because of the great number of variations possible in the handling of Civil matters and cases, the "Proceedings" section of Form No. USA-116 has been left blank. As cases or matters progress through the various stages, the date and nature of proceedings or actions taken will be entered on the card in chronological order. The reverse of the card may be used in cases involving extensive record keeping proceedings and Form No. USA-116-A

should be used as a continuation record when the space on Form No. USA-116 proves insufficient. Individual entries should be confined to one line whenever possible, and only essential information relative to the

January 1, 1958

proceedings recorded.

The court number will be inserted in the space provided in the heading of Form No. USA-116 at the time that suit is filed with the court. When a matter proceeds to judgment and before the card is placed in the "Closed" file, the amount of judgment (principal, interest and court costs) is to be entered in the spaces provided. In this connection, attention is invited to Section C of this instruction which provides for establishment of a "Debtor Index and Payment Record" in those cases where the judgment has not been fully satisfied.

Forms No. USA-116 are to be filed in numerical sequence by claim number with separate files for pending and closed matters. (The larger districts may file Forms No. USA-116 in numerical sequence by division number).

\* During the month, as cards are created for new matters, carbon copies are to be detached and sent to the Department at the close of each day.

The original card will be placed in the docket file. As actions are posted to the docket cards during the month, the IBM cards should also be marked

\*\* in accordance with instructions in Part II.

An alphabetical index of pending and closed Civil matters and cases is to be maintained using 3" x 5" cards and prepared in accordance with paragraph 2 above.

any of the following:

- (a) Liquidation of a firm or partnership.
- (b) Obtaining a money judgment.
- (c) Filing a complaint with a district.

January 1, 1958

**C. DEBTOR INDEX AND PAYMENT RECORD, FORM NO. USA-117**

**1. General**

In many instances the efforts of the Department, including the United States Attorneys, result in one of the following:

- (a) Imposition of a fine or penalty.
- (b) Obtaining a money judgment.
- (c) Effecting a compromise.
- (d) Obtaining agreement from delinquent debtors to pay debts that

they owe to the Government.

In each instance it is established that a sum of money is due the United States. It follows therefore, that in order to protect the Government's interest and to collect what it is rightfully entitled to, a

complete and accurate record of such debts and collections made thereon is necessary.

- \* Form No. USA-117, "Debtor Index and Payment Record" (see Pages 12 & 13 of the Appendix) is designed to serve two purposes as its title implies;
- \*\* (a) as an index of debtors and (b) as a record of the amounts they owe and payments made thereon. The form is similar in many respects to the case record cards and should be considered a companion record to such cards.

**2. Preparation of Form No. USA-117**

Form No. USA-117 is to be prepared immediately upon the occurrence of any of the following:

- (a) Imposition of a fine or penalty.
- (b) Obtaining a money judgment.
- (c) Effecting a compromise with a debtor.
- (d) Receipt of the first payment on claims which have not proceeded

January 1, 1958

to judgment.

The form need not be prepared in those instances if the debt is fully satisfied at the same time as the action is consummated. In such instances, however, appropriate notation should be made directly on the case record cards.

The headings on the card are for the most part self-explanatory. It should be noted that such headings are divided into three columns; the first deals with the debtor and persons making payments for him; the second column, with the exception of "Terms", should only be used when compromises (including agreements by debtors to pay before judgment is entered) are effected or it is determined that the claim or a portion thereof is uncollectible or to be suspended and the third has to do with judgments. In most instances the information appearing on the upper portions of Forms No. USA-115 and USA-116 can be transferred to the Debtor Index and Payment Record. All information available at the time a fine is imposed, a judgment obtained or initial payment of claim received is to be typewritten in the appropriate space on the card.

In those cases where a card has been prepared for a claim which is in payment status and it later becomes necessary to reduce the matter to judgment, such additional information shall be added to Form No. USA-117 to the extent that it reflects such items as Court Number, Date of Judgment and where applicable, the amount of the judgment, interest and court costs.

The specific instructions set forth below are to be followed in preparing the Debtor Index and Payment Record:

- a. Enter the debtor's name and address in the spaces provided. In appropriate instances enter debtor's telephone number. If other

January 1, 1958

persons have agreed to make payments on behalf of the debtor, enter their names and addresses in the proper spaces.

b. In those matters in which a compromise has been effected or the debtor has agreed to pay prior to reducing the claim to judgment, enter all information required in the second column of the heading.

In this connection, the date of claim, amount of claim and agency involved should be copied directly from Form No. USA-116. The amount "compromised for" when added to the amount shown as "Uncollectible or suspended" should equal the original amount or the claim.

c. The complaint or claim number originally assigned to the matter in its initial stage is to be entered opposite the caption "Complaint or Claim Number". If there is more than one debtor in a case, this number is to be repeated on each card for each debtor.

d. In cases where judgment has been secured for the United States, enter the total amount of the judgment and indicate the appropriate break-down in the space provided, i.e., "Fine, Principal, Interest and Costs".

e. Under the caption "Terms" enter essential facts covering liquidation of the debt. Such information should include the rate of interest the unpaid balance is to bear and any agreements made with the debtor concerning installment payments, the amount of such payments and the date that they become due.

## 2. Procedure for Maintaining Form No. USA-117

Forms No. USA-117 for pending and closed matters are to be maintained separately and arranged in alphabetical or numerical order. If arranged



numerically and claim and complaint cards are arranged numerically with a 3" x 5" alphabetical index, the one index will serve to locate a record in either the debtor index or case record files. In the larger districts it may be advisable to resubdivide files according to division number or type of case. At the time payments are received from debtors, they are to be posted in pen and ink to the "Collections" section of the form in accordance with the instructions set forth as follows: (Also see Pages 12 and 13 of the Appendix).

a. At the time of initial payment, enter in first box in column 4 the amount of court costs as shown in the heading. Next enter in the first box of column 9 the principal balance due, i.e., the amount of fine, judgment (including interest if allowed in judgment) or claim.

b. Where all or any part of the payment is to be applied to court costs enter on the first available line in the "Court Costs" section the following: Column (1) Date of collection, Column (2) United States Attorney's receipt number or if another office received payment the abbreviated title of such office, Column (3) the amount of the payment and Column (4) the new unpaid balance, if any. If the payment is to be split between court costs and principal, etc., enter an asterisk opposite the amount posted and explain the transaction on the reverse side of the card. That portion of the payment applicable to principal and/or interest will be posted in accordance with item c below.

c. Where all or any part of the payment is to be applied to the principal and/or interest, enter on the first available line in

January 1, 1958

the "Principal and Interest" section the following: Column (5) date of collection, Column (6) United States Attorney's receipt number or the abbreviated title of office receiving payment, Column (7) the amount of the payment applied to interest charges accruing after judgment. If payment is to be applied entirely to the principal, leave this column blank. Enter in Column (8) the amount of the payment applied against the principal and in Column (9) the new unpaid balance of principal. In connection with these entries, attention is invited to Pages 12 and 13 of the Appendix and the several methods illustrated for posting columns (7), (8) and (9). Where there are extensive entries and the space on Form No. USA-117 proves insufficient, continuation Form No. USA-117-A should be used.

d. The reverse side of Form No. USA-117 is to be used to record actions taken by United States Attorneys with respect to the collection of debts where space for entry of such actions is not provided on the face of the form or in the case record cards. In some instances it may prove helpful to note debtor's place of business and business telephone number; name of debtor's bank; his attorney's name, address and telephone number, etc.

After preparation of the Debtor Index and Payment Record, if any or all of the amount becomes uncollected for reasons including suspension of judgment, death of debtor, acceptance of compromise, etc., the amount which is uncollectible is to be entered under the caption "Uncollectible or Suspended" in the heading of the form. In the case of compromises, this will be the difference between the amount of the compromise and the amount

January 1, 1958

of the claim (or judgment). In other cases it will be the difference between the amount paid at the time account is determined to be uncollectible and the original amount of the claim, fine, penalty or judgment. After this entry is made, the ledger card is to be withdrawn from the active case file and placed in the closed file.

Under no circumstances is a card to be placed in the closed file where the potential for the recovery of any amount still exists, unless written authority from the Department is first obtained.

Before filing a card in the closed file, however, care is to be exercised to insure that the total amount of the debt has been accounted for by the total of entries under one or a combination of the following captions or columns:

**Compromised For**

**Court Costs Collected**

**Uncollectible or Suspended**

**Amount Paid (total of payments)**

All cards in the "pending" section of the file should be reviewed not less frequently than once every three months for the purpose of determining if any debtors have become delinquent and for the purpose of taking appropriate follow-up action. Appropriate notations should be made at the time of periodic review and action taken with respect to judgments which are about to expire and require renewal under state statutes.

January 1, 1958

## PART II - LITIGATION REPORTING SYSTEM

## A. GENERAL PROCEDURE AND RELATIONSHIP TO CASE RECORD CARDS

The litigation reporting system is a procedure whereby all cases and matters handled by United States Attorneys' offices with the exception of those specifically excluded herein and all principal actions taken thereon are recorded and reported to the Department. Through the medium of punch cards, such cases and actions are recorded and tabulated at the Department for the following purposes: (a) to provide necessary work-load statistics for budget and management purposes; (b) to provide the Department with certain status information pertaining to cases and matters and (c) through systematic review and reporting to prevent cases and matters from becoming delinquent. The basic tools used in operating this system are (1) the case \* record cards described under Part I of this instruction, (2) snapout carbon copies of Forms No. USA-115 and 116 prepared by United States Attorney's offices which are forwarded to the Department each day and (3) IBM "mark-sense" cards of pending matters which are prepared and furnished by the Department, daily for new matters and weekly for changes to pending matters.

In general the reporting cycle consists of the following steps:

(1) Case record cards (Forms No. USA-115 and USA-116 with "snapout" carbon copies for the reporting of new matters to the Department on a daily basis are established for all new cases and matters received by the office.

(2) From the copies of the docket cards, IBM "mark-sense" cards are punched and returned to United States Attorneys' offices each day. These cards are filed in the pending file of IBM cards and remain until a change in status takes place.

January 1, 1958

\* (3) As action is taken with respect to a defendant or party in a particular case or matter, the IBM card for that case or matter is withdrawn from the files and marked in the appropriate columns with the IBM "Electrographic" pencil. At the same time, this action is recorded on the Docket cards (Forms No. USA-115 or 116) with changes marked thereon.

(4) The IBM cards with changes marked thereon are then held until the close of the week when they are forwarded to the Department.

(5) Cards for items still pending will be punched by the Department and returned to United States Attorneys' offices where they will be placed in the file until the next change in status occurs. This process continues until the case is closed.

(6) At the close of each month, the Department will process the new matters and changes for that month against the pending file as of the close of the previous month. New cases will be added and new pending lists prepared. In addition, lists of new and closed cases and matters will be prepared.

(7) The Department will retain a copy of these lists, and forward the original to United States Attorneys' offices for their administrative use.

\*\*

With the exception of party names, all information reported is in numeric code form. Sections B and C which follow prescribe the specific cases, matters and actions to be reported and the codes applicable thereto. Section D sets forth agency and judicial district codes which are used for all cases and matters. The accuracy of the end results produced by the system depends largely upon the care exercised in applying the proper codes to actions reported.

January 1, 1958

B. CRIMINAL CASES AND MATTERS

1. Reporting Procedure

a. Cases and Matters to be Reported Under the System

All Criminal complaints, cases and matters with the exception of classified matters, sealed indictments, and complaints which are obviously of a trivial nature will be reported under the system.

Classified matters and sealed indictments will be reported and dated as received during the month they are de-classified or opened.

The question arises as to how trivial complaints should be distinguished from those to be reported. Generally, all complaints, whether written or oral, which require consideration on the part of the United States Attorney or his Assistants must be reported. This applies even though prosecution is declined. "Crank" telephone calls, "nut letters" and matter of a similar nature should be disregarded.

Do not list copies of reports submitted by various investigative agencies which have been forwarded for information only and not prosecutive action. Selective Service and Conscientious Objector cases should not be listed until some affirmative action or decision is required by the United States Attorney. Petty offenses heard by

United States Commissioners should not be reported unless the United States Attorney or an Assistant United States Attorney is required to participate in the hearing or perform duties in connection therewith.

Criminal tax cases over which the Tax Division has jurisdiction will be recorded only upon referral by the Department (exceptions to this rule will be made for cases transferred from another district under Rule 20 or 21, when cases are referred directly from the

January 1, 1958

Internal Revenue Service under a plan approved by the Department).  
Also with respect to Criminal tax cases, it is necessary to report

the terms of sentence in addition to all other information required

in Criminal matters. Such information will be shown in the "remarks" section of the report in terms of months and days and whether defendant was imprisoned, placed on probation or the sentence suspended.

b. Preparation of Reports of New Matters

All complaints, cases and matters received (except those where prosecution is declined immediately) meeting the above criteria and all narcotics complaints regardless of disposition will be reported daily on "snapout" carbon copies of Form No. USA-115 in accordance with pages 7 and 8 of the Appendix. The new docket cards should then be placed in their appropriate place in the Docket file. At the close of the month after all new matters have been punched into cards by the Department, a listing of them will be prepared by the Department and mailed to United States Attorneys offices so that a record of

new cases reported to the Department during the month will be available. Any immediate declinations of prosecution (except narcotics

**\*\* complaints which must be reported on snapout copies of docket cards)**

occurring during the month should be counted under the appropriate offense heading on a working copy of Form No. USA-114 (Monthly Report of Declinations of Criminal Prosecutions). Thus, only those complaints received during the month other than immediate declinations of prosecution, plus all narcotics complaints, will be reported to the Department on snapout carbon copies of Form No. USA-115. Form No. USA-114 (Monthly Report of Declinations of Criminal Prosecutions)

will also be typed for submission to the Department. A record of the complaints reported on Form No. USA-114 will be maintained by United States Attorneys' offices on:

- a. A Master Index Card and,
- b. Form No. USA-23 (Criminal Complaint Sheet) or a similar document setting forth pertinent information, which is routed to the docket clerk and maintained as a record of the complaint.

\* Complaints which are declined subsequent to the submission of

\*\* docket card copies will be reported on the IBM "mark-sense" cards.

Special attention must be given to cases which are being appealed.

It will be noted in a subsequent section that cases reaching judgment are considered disposed of for reporting purposes. In view of this

procedure it is necessary to treat cases being appealed as new matters

\* and report them to the Department on a copy of Form No. USA-112 (Supplemental Report of Criminal Matters) with the word "Appeal" listed above such items. The original case numbers must be used in Appellate cases.

\*\* Where there are two or more defendants involved in the same complaint or case, each will be listed on a separate docket card. If more than one offense is charged, the principal offense and conspiracy citation, if appropriate should be listed first under the "Description of offense" section of the docket card. However, each statutory citation violated in a narcotics complaint should be listed separately per instructions on page 8 of the Appendix.

\* If there are no new matters received during the month, submit a memo at the close of the month stating that no new matters were received

January 1, 1958



for month of \_\_\_\_\_.

c. Reporting Status of Pending Matters

The IBM "mark-sense" cards of defendants pending in Criminal cases and complaints will be used to report changes to the Department. As action is taken with respect to a defendant in a particular case or complaint, the corresponding IBM card will be withdrawn from the file and marked in the appropriate columns in accordance with instructions outlined in Section F of this manual.

As changes are marked each day they should be held until the close of the week and then mailed to the Department - Attention: Statistical and Machine Services Section.

When the last group of changes for each month is submitted, a note should be enclosed in the shipment to that effect.

Particular attention is invited to the method for marking corrections, additions, deletions, etc. on the IBM cards. Special care must be exercised to see that the cards are properly marked with the "Electrographic" pencils.

If an item received in a prior period has not been reported it should be reported on the snapout carbon copy of the docket card, Form No. USA-115 if a docket card has not been established for such an item. Otherwise, additions must be reported on Form No. USA-112, (Supplemental Report of Criminal Matters) per instructions on page 9 of the Appendix. Care should be exercised to see that the correct complaint, defendant, or opposing party number and dates of receipt are used in order that they can be listed in the proper sequence in subsequent listings prepared by the Department.

\*\*

January 1, 1958

For narcotics matters and cases pending as of February 28, 1957, insert data as to additional counts as of the month that an indictment is returned, an information filed or disposition is made on Form No. USA-112 (Supplemental Report of Criminal Matters) in accordance with instructions on pages 8 and 9 of the Appendix. Data as to the indictment, information or sentence for the count now represented on the IBM "mark-sense" card on the machine listing should be marked on that card.

d. Transmittal of Monthly Reports

The reports required under items b and c above are to be forwarded to the Administrative Assistant Attorney General - Attention: Statistical and Machine Services Section, daily for new matters and weekly for changes. Airmail should be used by those districts west of the Rocky Mountains.

e. Disposition of Cases and Matters

At the time monthly reports are processed at the Department, those cases and matters which bear disposition action codes (100 - 199, 300 - 399, 500 - 599) will be removed from the file of pending matters.

Attention is therefore invited to those cases in which the defendant is charged with more than one offense. Disposition codes should not be indicated for such cases until all charges have been disposed of, otherwise cases which are still partially in a pending status will be removed from the listing prematurely.

Once a matter has been reported under a disposition code and has been removed from the listing of pending matters it should not be reported again on a subsequent date unless an appeal is taken, the

January 1, 1958

case re-opened or an error made in reporting disposition. In accordance with this general rule such actions as motions filed after judgment or revocation of probation will not be reported. Pleas for executive clemency should be reported in accordance with the appellate action codes prescribed in Section C for Civil Cases and Matters.

Cases reinstated in court should be reported under the original case number, using "Method of Court Action" code 6 and the current date.

Attention is called to those cases where judgment has been rendered and the defendant fails to appear for sentencing. After a period of a year has elapsed and the defendant is still in a fugitive status, the case should be reported closed under disposition code "390 - Proceedings suspended indefinitely by Court". If the defendant is apprehended at some future date the case may be reinstated on the monthly report of new Criminal matters but under the original complaint number.

f. Delinquent Cases and Matters

As stated previously, the monthly reports submitted by United States Attorneys enable the Department to keep abreast of the status of pending matters and compile necessary workload statistics for use at the Departmental level.

When it is apparent that the case or matter has reached a delinquent status an asterisk symbol will appear in the "Remarks" column of the monthly machine listing returned by the Department. Should no change of status be reported in the following month the number "2" will be placed after the asterisk and so on to show the number of months the matter has been delinquent. United States Attorneys should promptly review such cases and matters and take immediate steps

January 1, 1958

to dispose of them. In this connection, delinquency notations will be shown only where the United States Attorney can exercise some control over the status reflected. Delinquency notations will not be shown, for example, if the case status is "Awaiting advice from the Department" or if the Defendant is in a fugitive or detainer status.

In addition to the delinquency notations discussed above, items of a questionable nature will be encircled with a red pencil. These include obvious errors, omissions with respect to status information and cases which have remained in the same status for what appears to be an unreasonable length of time. Such items should be reviewed and verified and corrected on the IBM card and forwarded to the Department with the weekly changes.

## 2. Criminal Codes

All of the codes to be used in connection with reporting Criminal matters, with the exception of Agency and Referral codes which will be found in Section D, follow herein. Such codes have been constructed to reflect the various stages through which a case or matter may proceed. The major code categories are as follows:

- a. Preliminary Matters - Codes 001 - 199
  - Status 001 - 099
  - Disposition 100 - 199
- b. Court Matters - Codes 200 - 399
  - Status 200 - 299
  - Disposition 300 - 399
- c. Appellate Matters - Codes 400 - 599
  - Status 400 - 499
  - Disposition 500 - 599

If situations arise where none of the prescribed codes seem to apply, you should request the Department for the proper code to be used in such

January 1, 1958

situations.

Great care should be exercised to see that the proper code is selected to reflect an action. Failure to do so will lead to erroneous statistical reports which would make it difficult for the Department to present an accurate picture of the work of United States Attorneys to the Bureau of the Budget and the Congress. Particular caution is urged in the selection of disposition codes. For example, if a disposition is shown as, "Sentenced after plea of guilty", (Code 361) it is necessary that the date and method of initiation of court action be shown. On the other hand, none of the codes in the 100 series (disposition of preliminary matters), should be used to indicate disposition of a matter filed in Court.

January 1, 1958

## C. CIVIL CASES AND MATTERS

1. Reporting Procedurea. Cases and Matters to be Reported Under the System

All Civil cases and matters (including both miscellaneous matters and claims) except those specifically listed as follows, will be reported under this procedure:

(1) Land Condemnation matters which will be handled in accordance with special instructions in Section 2.

(2) Proofs of claims filed by Internal Revenue Service unless the United States Attorney has been requested to actively participate in the proceedings.

(3) Civil cases to effect collection of criminal fines.

(4) Antitrust and other cases which are entirely subject to handling and disposition by the Department.

b. Reporting New Cases and Matters

\* All new Civil cases and matters with the exception of those specified above which are received will be reported to the Department daily on snapout carbon copies of Form No. USA-116 in accordance with the illustration on page 10 of the Appendix. All required information except opposing party name will be reported in accordance with the numeric codes set forth in the Appendix.

\* Where two or more opposing parties are involved in the same matter or case, each will be reported on a snapout card unless there is joint monetary liability or non-monetary liability. In the event of joint monetary liability only the name of the principal opposing party will be picked up by the Department. All parties will be punched as listed in non-monetary cases or matters. Suits for counter-claim should be

January 1, 1958

listed separately from the initial suit or claim. If no new matters are received during the month submit a memo at the close of the month stating that no new matters have been received for the month of \_\_\_\_\_. Cases which are being appealed after having been reported as disposed of will be listed as new cases on Form No. USA-113 (Supplemental Report of Civil Matters) but under the original claim number in accordance with the illustration on page 11 of the Appendix. Such a report should be headed "Appeals". Where more than one opposing party is involved, each will be listed on a separate line.

c. Reporting Status of Pending Matters

\* The IBM "mark-sense" cards of parties pending in Civil suits and matters will be used to report changes to the Department. As action is taken with respect to a particular case or matter, the corresponding IBM card will be withdrawn from the file and marked in the appropriate column in accordance with the exhibits outlined in part F of this manual.

As changes are marked each day they should be held until the close of the week and then mailed to the Department. When the last group of changes for each month is submitted, a note should be enclosed in the shipment to that effect. Particular attention is invited to the method for marking corrections, additions, deletions etc. in the IBM cards. Special care must be exercised to see that the cards are properly marked with the "Electrographic" pencil. If an item received in a prior period (for which a docket card has been established) has not been reported it should be added on Form No. USA-113 (Supplemental

January 1, 1958

Report of Civil Matters) as per instructions on page 11 of the Appendix.

Care should be exercised to see that the correct claim and opposing party number and dates of receipt are used so that they will be listed in the proper sequence in subsequent listing prepared by the Department. The number assigned to a matter cannot be changed regardless of subsequent movement of the matter through various stages of litigation.

d. Transmittal of Monthly Reports

The reports required under b and c above are to be forwarded to the Administrative Assistant Attorney General - Attention: Statistical and Machine Services Section, daily for new matters and weekly for changes. Airmail should be used by those districts west of the Rocky Mountains.

e. Disposition of Cases and Matters

At the time monthly reports are processed by the Department, those cases and matters which bear disposition action codes (100 - 199, 300 - 399, 500 - 599) will be removed from the listing of pending matters.

In those cases involving more than one opposing party, disposition actions will be indicated as to each party and pending items will be removed from the machine listing on the same basis.

Once a matter has been reported under a disposition code and has been removed from the listing of pending matters it should not be reported again at a subsequent date unless an appeal is taken, the case reopened or an error made in reporting disposition. In accordance with this general rule such actions as motions filed after judgment should not be reported. If a petition for a writ of habeas corpus is dismissed by the Court, it should be shown as either a

January 1, 1958



summary or judgment after trial for the United States. If on the other hand, such a petition is granted, it should be shown as a judgment against the United States.

Cases reinstated in court should be reported under the original claim number using "Method of court Action" Code 6 and the current date.

f. Delinquent Cases and Matters

As stated previously, the monthly reports submitted by United States Attorneys enable the Department to keep abreast of the status of pending matters and compile necessary workload statistics for use at the Departmental level.

When it is apparent that the case or matter has reached a delinquent status an asterisk symbol will appear in the "Remarks" column of the monthly machine listing returned by the Department. Should no change of status be reported in the following month, the number "2" will be placed after the asterisk and so on to show the number of months the matter has been delinquent. United States Attorneys should promptly review such cases and matters and take immediate

steps to dispose of them. In this connection, delinquency notations will be shown only where the United States Attorney can exercise some control over the status reflected. Delinquency notations will not be shown, for example, if the case status is "Awaiting advice from the Department" or "Awaiting trial".

In addition to the delinquency notations discussed above, items of a questionable nature will be encircled with a red pencil. These include obvious errors, omissions with respect to status information

January 1, 1958

and cases which have remained in a particular status for what appears to be an unreasonable length of time. Such items should be reviewed and verified and corrected on the "mark-sense" card and then sent to the Department with the weekly shipment of changes.

## 2. Lands Condemnation Cases

This class of cases will require special handling even though most of the basic steps outlined above for Civil cases are required. Due to the different nature of the information required, Lands Condemnation cases will be listed on a separate form (Page 16 of the Appendix) by the Department and submitted to United States Attorneys in the same manner as the regular monthly Civil and Criminal lists of pending matters. The procedure for handling these cases will differ as follows:

### a. Reporting New Cases

The Lands Division of the Department will report the new Lands Condemnation matters referred to the various districts each month. The Department will automatically insert such new matters in the regular monthly machine lists of Lands Condemnation matters. It will not be necessary for United States Attorneys to list such cases on Form No. USA-113, "Monthly Report of New Civil Matters" as required under Section 1 above for regular Civil cases and matters. However, if it will enable the United States Attorney to maintain control over the assignment of claim numbers, Lands Condemnation cases may be listed on Form No. USA-113 on a case basis (do not list individual parties).

When this is done the phrase "Lands Condemnation Case" must be written opposite each Lands case listed and the columns relating to proceedings, status, etc. will be left blank.

January 1, 1958

**b. Reporting Status of Pending Cases and Matters**

As stated above the Department will transmit a separate listing of pending Lands Condemnation cases to the United States Attorney each month. With respect to the new cases inserted by the Department the following information will be shown: District, Dept. File No., Tract No., Estate, Agency Involved, Purpose, Dept. Sequence Code (shown in the "Remarks" column). The United States Attorney's office will insert any or all of the following (depending upon the progress of such matters at the time the listing is received) with respect to new matters:

Civil Docket Number, Acreage, Complaint Filed Date, Amount Deposited, Amount Disbursed, Tract Status, Judgment and Compensation Date (whenever appropriate).

Thereafter, status changes will be indicated on the listing in ink or red pencil. The special Lands Condemnation codes set forth in Section 3 which follows will be used in connection with these reports. Also see the illustration on Page 48 for the appropriate method of reflecting status information. It is absolutely essential that columns reflect the proper dates. The "final opinion" information will be inserted by the Department.

The machine listing will be returned to the Department with the other regular Civil listings and reports on new matters.

**c. Disposition of Cases and Matters**

Cases will not be removed from the pending case listing until such time as they are closed by the Lands Division. Special attention is therefore invited to those cases which are reported as disposed of

January 1, 1958

by the United States Attorney. An asterisk will be shown in the "Remarks" column of the listing opposite those cases and United States Attorneys should ignore them insofar as future reporting is concerned.

### 3. Civil Codes

All of the codes to be used in the reporting of Civil matters, with the exception of Agency and Referral Codes which will be found in Section D, follow herein. For convenience they are grouped as follows:

- (a) Cause of Action Codes
- (b) Designation and Action Codes
- (c) Lands Condemnation Codes

Action codes in group (b) have been constructed in the same manner as those prescribed for Criminal Actions, the major categories being as follows:

- A. Preliminary Matters - Codes 001 - 199
  - Status 001 - 099
  - Disposition 100 - 199
- B. Court Matters - Codes 200 - 399
  - Status 200 - 299
  - Disposition 300 - 399
- C. Appellate Matters - Codes 400 - 599
  - Status 400 - 499
  - Disposition 500 - 599

Land Condemnation codes are to be used in connection with those cases exclusively and not applied to the regular Civil matters in any instance.

If situations arise where none of the prescribed codes seem to apply you should request the Department for the proper code to be used in such situations.

Great care should be exercised to see that the proper code is selected to reflect an action. Failure to do so will lead to erroneous statistical

January 1, 1958

reports which would make it difficult for the Department to present an accurate picture of the work of United States Attorneys to the Bureau of the Budget and the Congress. If, for example, a disposition is an order of forfeiture or an order to destroy some spoiled canned goods, the code would be 352 or 353 depending on how the judgment for the United States was obtained. Codes listed under the caption "judgment for the United States" may be used when a decision favorable to the Government is rendered whether or not money was involved in the suit. For instance, dismissals of petitions for writs of habeas corpus would be shown as judgments for the United States, and the granting of such petition would be a judgment against the United States.

January 1, 1958

#### D. REFERRAL AND AGENCY CODES

All of the "referral" and "agency" codes for use in reporting both Criminal and Civil (incl. Lands) matters are included in this section.

"Referral" codes have to do with how the case or matter is referred to the United States Attorney. Code "1" is used to indicate matters referred by legal divisions of the Department. Code "2" is used to indicate all matters received from any other source including the Federal Bureau of Investigation. Tax Lien cases under 28 USC 2410 only will be identified by Code "3" and criminal narcotics cases and complaints by Code "4".

Cases or matters referred by Civil Division will be identified by a code inserted in column 6, "Section", of Form No. USA-113, the Monthly Report of New Civil Matters. In cases or matters in which the United States is plaintiff, the letter of referral from the Civil Division will identify the Section under the name of the Chief of the section responsible for supervision of the case or matter, and if the United States is defendant, the Civil Division will advise as to the Section assignment. If for any reason, the Civil Division Section cannot be identified, an inquiry requesting this information should be forwarded to the Civil Division.

"Agency" codes are used to identify the Government Department or Agency which is involved in the case or matter. In criminal matters use the code for the Federal Agency whose agent is appearing as the complainant or whose statutes have been violated. With respect to Civil matters use the code for the agency whose interests are involved in the claim or proceedings. (In Lands Condemnation matters, the agency acquiring the

January 1, 1958

land or the use thereof or interest therein). Agency codes should be used in reporting all matters even though they may have been referred by the Department of Justice.

Care should be used in selecting the proper agency codes. For example, if the General Accounting Office is the primary moving party in a particular matter use the code for the General Accounting Office. In other words, the code of the agency actually requesting action on the part of the United States Attorney should be used.

PROPERTY MANAGEMENT INSTRUCTIONS

**\* E. MONTHLY CASELOAD REPORT**

To afford United States Attorneys as well as the Department a means of quickly determining their overall caseload, United States Attorneys will maintain a summary record of the number of cases pending, filed and closed on Form No. USA-14.

As court cases are filed and disposed of throughout the month a tally should be made on this form. At the close of the month, the total cases filed and disposed of as well as the number pending at the beginning and end of the month should be counted and then typed on another copy of

\*\* Form No. USA-4 and forwarded to the Department.

January 1, 1958






99 1 000736 001

SMITH M

CIVIL CHANGE OF STATUS CARD (U.S. ATTORNEYS) 7-1-57

REMARKS:		COURT ACTION				ACTION			
CORRECTION		MONTH	YEAR	CODE	MONTH	DAY	YEAR	CODE	



WHEN THE DAY OR MONTH OF THE ACTION CONTAINS ONLY ONE DIGIT, BE SURE TO FILL BOTH DAY (OR MONTH) COLUMNS BY MARKING A ZERO IN THE FIRST COLUMN.


99 1 019425 022

OLSEN A

CRIMINAL CHANGE OF STATUS CARD (U.S. ATTORNEYS) 7-1-57

REMARKS:		COURT ACTION				ACTION			
CORRECTION		MONTH	YEAR	CODE	MONTH	DAY	YEAR	CODE	

Imprisonment 5 yrs.



WHEN REPORTING SENTENCES IN CRIMINAL TAX OR NARCOTICS CASES ENTER APPROPRIATE REMARKS RELATIVE TO THE SENTENCE IN THE REMARKS SECTION OF THE CARD. ALSO MARK THE CORRECTION BLOCK IN THE UPPER RIGHT HAND SIDE OF THE REMARKS SECTION.

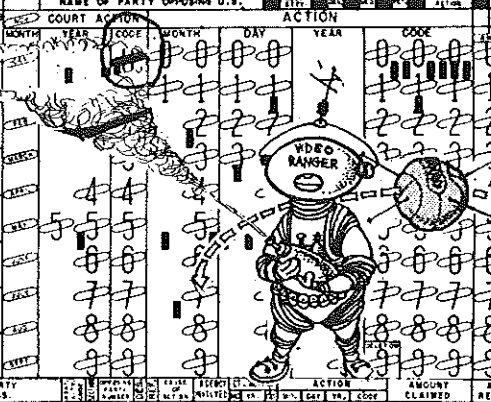
99 1 000598 001

CARTER J

CIVIL CHANGE OF STATUS CARD (U.S. ATTORNEYS) 7-1-57

REMARKS:		COURT ACTION				ACTION			
CORRECTION		MONTH	YEAR	CODE	MONTH	DAY	YEAR	CODE	

VIDEO RANGER



IF COURT ACTION HAS TO BE DELETED (CODE 603 IN CIVIL CASES) MARK ONE ZERO IN THE COURT ACTION CODE COLUMN PLUS A MARK IN THE CORRECTION BLOCK OF THE REMARKS SECTION.

99 | 000531 | 001 | PRAYER R

REMARKS: CORRECTION

MONTH	YEAR	COURT ACTION			ACTION				
		CODE	MONTH	DAY	YEAR	CODE	MONTH	DAY	YEAR
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

U.S. DEPARTMENT OF JUSTICE

IF AN ITEM IS TO BE DELETED MARK A "9" IN THE FIRST COLUMN OF THE ACTION CODE FIELD (THIS REPLACES THE "XX" USED ON MACHINE LISTING FOR REPORTING DELETIONS)

99 | 000530 | 001 | HAYMAN H

REMARKS: CORRECTION

MONTH	YEAR	COURT ACTION			ACTION				
		CODE	MONTH	DAY	YEAR	CODE	MONTH	DAY	YEAR
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

U.S. DEPARTMENT OF JUSTICE

ADDITIONS SUCH AS NAME, D.J. FILE NUMBER, AMOUNT CLAIMED, OFFENSE, AGENCY CODE, ETC...ARE INSERTED IN INK AT THE TOP OF THE CARD BY THE APPROPRIATE HEADING, ALSO MARK THE CORRECTION BLOCK IN THE REMARKS SECTION WITH THE ELECTROGRAPHIC PENCIL.

99 | 000533 | 001 | BALL J

REMARKS: CORRECTION

MONTH	YEAR	COURT ACTION			ACTION				
		CODE	MONTH	DAY	YEAR	CODE	MONTH	DAY	YEAR
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

U.S. DEPARTMENT OF JUSTICE

ERRORS IN NAME, CAUSE OF ACTION, AGENCY INVOLVED, OFFENSE CHARGED, AMOUNT CLAIMED, ETC...SHOULD BE INDICATED ON THE CARD BY LINING THROUGH THE INCORRECT DATA AND SUBSTITUTING THE CORRECT DATA WITH PEN AND INK, AND MARKING THE CORRECTION BLOCK WITH THE ELECTROGRAPHIC PENCIL.

APPENDIX

	PAGE NO.
A. Codes	
Criminal Action	1
Civil Action	2
Civil Cause of Action	3
Land Condemnation	4
Agency and Referral	5
Judicial District	6
B. Exhibits	
Criminal Docket Card	7 and 8
Criminal Supplemental Report	9
Civil Docket Card	10
Civil Supplemental Report	11
Debtor Index	12 and 13
Criminal Machine Listing	14
Civil Machine Listing	15
Land Condemnation Machine Listing	16
Monthly Caseload Report	17

January 1, 1958

## CRIMINAL MATTERS

## ACTION CODES

METHOD OF COURT ACTION:

1. Indictment
2. Information
3. Removed from State Court
4. Transfer to this district
5. Remanded
6. Reinstated
7. Appeal
8. Superseding indictment or information

ACTION CODES:

## PRELIMINARY MATTERS - 001 - 199

Status Codes:

- 001 - Awaiting Instructions or advice from Department
- 004 - Prosecution deferred pending restitution or unofficial probation in juvenile cases
- 005 - Awaiting service of warrant or summons (complaint issued)
- \*012 - Prosecution deferred pending decision in Appellate Court
- \*060 - Other stage of proceedings not specified
- \*062 - Awaiting completion of investigation or report from Agency
- \*063 - Prosecution under consideration
- \*066 - Awaiting final hearing before Commissioner (subject to custody or on bond)
- \*067 - Bound over for court, awaiting grand jury action, filing of information or removal proceedings
- 091 - Fugitive
- 092 - In Armed Forces
- 093 - In custody of other authorities such as in mental institution, serving sentence on another offense, or other status beyond control of U. S. Attorney
- 094 - Defendant Unknown

Disposition Codes:

- 101 - Removed
- 102 - No True Bill returned
- \*108 - Adjudged not guilty after trial before U.S. Commissioner
- 110 - Prosecution declined
- 120 - Dismissed by Commissioner
- 126 - Complaint dismissed by Court
- 130 - Dismissed on authorization from Department

Dismissed without prior authorization from Department because:

- 141 - Defendant dead or permanently disabled
- 142 - Superseding indictment or information filed
- 143 - Criminal liability of defendant compromised
- 144 - Satisfactory punishment imposed under another indictment or information
- 145 - Punishment for same offense imposed by State Court
- 146 - Defendant fugitive for three years and investigating agency reports all leads exhausted
- 147 - Defendant fugitive felon and has been returned to State from which fled
- 148 - In customs and narcotics cases, evidence is inadmissible due to unlawful search and seizure, or any other reason
- 149 - In customs and narcotics cases, evidence at trial of codefendants indicates innocence of defendants
- 150 - In customs and narcotics cases, failure to prosecute petty offender will facilitate prosecution of dangerous, habitual offender
- 151 - In food and drug cases, the subject of the libel is not available for seizure
- 159 - Other reasons
- \*161 - Adjudged guilty after trial before U. S. Commissioner
- 170 - Transferred to State authorities under provisions of 18 USC 5001

## COURT MATTERS - Codes 200 - 399

Status Codes:

- 201 - Awaiting advice or instructions from Department
- 205 - Awaiting service of warrant or summons
- 208 - Bond Forfeited
- 209 - Awaiting arraignment in court
- \*211 - Awaiting trial
- \*212 - Trial in progress
- \*213 - Awaiting court decision
- \*214 - Awaiting sentence
- \*215 - Jury unable to reach verdict ("Hung Jury")
- \*216 - Referral of case to probation officer
- \*260 - Other stage of proceedings not specified
- \*261 - Pending on motion
- \*262 - Awaiting completion of investigation or report from Agency
- 291 - Fugitive
- 292 - In Armed Forces
- 293 - In custody of other authorities such as in mental institution, serving sentence on another offense, or other status beyond control of U. S. Attorney
- 294 - Defendant Unknown

Disposition Codes:

- 303 - Transferred from this district - Rule 20 or 21
- 325 - Case dismissed by Court (Also separate counts in Narcotic Cases)
- 330 - Dismissed on authorization received from Department

Dismissed without prior authorization from Department because:

- 341 - Defendant dead or permanently disabled
- 342 - Superseding indictment or information filed
- 343 - Criminal liability of defendant compromised
- 344 - Satisfactory punishment imposed under another indictment or information
- 345 - Punishment for same offense imposed by State Court
- 346 - Defendant fugitive for three years and investigating agency reports all leads exhausted
- 347 - Defendant fugitive felon and has been returned to State from which fled
- 348 - In customs and narcotic cases, evidence is inadmissible due to unlawful search and seizure, or any other reason
- 349 - In customs and narcotics cases, evidence at trial of codefendants indicates innocence of defendants
- 350 - In customs and narcotics cases, failure to prosecute petty offender will facilitate prosecution of dangerous, habitual offender
- 351 - In food and drug cases, the subject of the libel is not available for seizure
- 359 - Other reasons

Sentenced:

- 361 - After Plea of Guilty
- 362 - After Plea of guilty as to part
- 363 - After Plea of nolo contendere
- \*384 - Guilty after trial by court
- \*385 - Guilty after trial by jury
- \*386 - Guilty Plea during trial

Acquitted:

- \*380 - After trial by court
- \*381 - After trial by jury
- 390 - Proceedings suspended indefinitely by court (Proceedings continued without day, Stricken with leave to reinstate, Sentence deferred indefinitely)

## APPELLATE MATTERS - Codes 400 - 599

Status Codes:

- 429 - Notice of appeal filed
- 430 - Record docketed in CA
- 432 - Briefs filed in CA
- 433 - Submitted and awaiting decision in CA
- 434 - Awaiting entry of judgment mandate of CA
- 435 - Pending on petition for certiorari
- 436 - Pending in the Supreme Court

Disposition Codes:

- 581 - Decision in Favor of United States
- 582 - Decision adverse to United States
- 583 - Reversed in part and affirmed in part
- 584 - Remanded for further proceedings
- 585 - Appeal Dismissed
- \*586 - Appeal not taken "after filing of Notice of Appeal"

\* New or changed codes.  
Revised 1-1-58

## CIVIL MATTERS

## DESIGNATION AND ACTION CODES

DESIGNATION CODES:

1. U. S. Plaintiff (appellant)
2. U. S. Defendant (appellee)
3. Counsel for Government employee
4. Counsel for cost plus contractor
5. Counsel for individual veteran
6. Counsel for individual Indian
7. Intervenor
8. Amicus Curiae
9. Other appearances of U. S. Attorney

METHOD OF COURT ACTION:

1. Suit filed in U. S. Court
2. Suit filed in State Court
3. Removed from State Court
4. Transferred to this district
5. Remanded
6. Reinstated
7. Appeal

ACTION CODES:

## PRELIMINARY MATTERS - 001 - 199

Status Codes:

- \*001 - Awaiting instructions or advice from Department or Agency
- 003 - Installment payments being made
- 004 - Settlement negotiations pending
- 006 - Compromise submitted to Agency
- 011 - Pending in bankruptcy or probate proceedings
- 012 - Awaiting decision in court case
- 014 - Awaiting service of process
- \*017 - Pending in mortgage foreclosure proceedings
- 037 - Application for Executive Clemency pending
- \*060 - Other stage of proceedings not specified
- \*062 - Awaiting completion of investigation
- \*063 - Awaiting answer to demand letter
- \*065 - Compromise submitted to Department

Disposition Codes:

- 101 - Closed without action
- \*105 - Closed - no distributable assets  
Payment in Full
- 111 - To Government
- 120 - Compromise accepted  
Closed as uncollectible
- 131 - Administratively determined to be uncollectible
- 132 - Discharge in Bankruptcy, insolvency or Probate proceedings
- 133 - Death or incompetency of debtor
- 134 - Transferred from this District
- \*135 - Closed - property redeemed by owner
- \*136 - Closed - possession of property assumed by Govt.
- 186 - Application for Executive Clemency granted
- 187 - Application for Executive Clemency denied

## COURT MATTERS - 200 - 399

Status Codes:

- 200 - Awaiting pre-trial conference
- \*201 - Awaiting instructions or advice from Department or agency
- 202 - Awaiting completion of investigation
- 203 - Installment payments being made
- 204 - Settlement negotiations pending
- 205 - Compromise submitted to Department
- 206 - Compromise submitted to agency
- 207 - Pending on motion
- 208 - At issue
- 209 - Awaiting trial
- 210 - Awaiting court decision or judgment
- 211 - Pending in bankruptcy or probate proceedings
- 212 - Awaiting decision in precedent or companion cases
- 214 - Awaiting service of process
- 216 - Awaiting relief legislation
- \*217 - Pending in mortgage foreclosure proceedings
- 231 - Pending on motion to dismiss
- 232 - Pending on motion to make definite and certain
- 233 - Pending on motion for Bill of Particulars
- 234 - Pending on motion for leave to amend
- 235 - Pending on motion for summary judgment
- 241 - Awaiting correction of jurisdictional defects
- 242 - Awaiting authorization for intervention
- 243 - Awaiting action on offer to release right of redemption
- 244 - Responsive pleading by U. S. not yet filed
- \*245 - Judgment entered, awaiting sale
- 246 - Sale had, awaiting supplemental judgment for distribution
- 247 - Notice of appearance filed, awaiting judgment
- 251 - At issue, or awaiting trial within 3 months
- 252 - " " " " " " 6 "
- 253 - " " " " " " 9 "
- 254 - " " " " " " 1 year
- 255 - " " " " " " 1 year 3 Mos.
- 256 - " " " " " " 1 year 6 Mos.
- 257 - " " " " " " 2 or more yrs.
- \*260 - Other stage of proceedings not specified
- \*265 - Awaiting opponents' motions or other pleadings

Disposition Codes:

- 311 - Payment in Full to Government
- 312 - Payment in Full by Government
- \*315 - Realization of all available assets
- 320 - Compromise accepted
- 332 - Discharge in Bankruptcy, insolvency or Probate proceedings
- \*335 - Closed - property redeemed by owner
- \*336 - Closed - possession of property assumed by Government
- \*337 - Administrative settlement of court case

Disposition Codes Cont'd.Dismissed

- 341 - By Court
- 342 - By Plaintiff
- 343 - By Stipulation

Judgment for United States

- 351 - Default or consent
- 352 - Summary
- \*383 - After Trial

Judgment Against United States

- \*362 - Without Trial
- \*380 - After Trial

- 361 - Consent Judgment (with or without collection)
- \*370 - Decision rendered by Court (U.S. Interpleader Case, etc.)
- 371 - Closed - no surplus from sale proceeds
- 372 - Administrative discharge of liens, partial payment
- 373 - Administrative discharge of liens, no payment
- 374 - Dismissed prior to foreclosure
- 375 - Correct priority accorded U.S. liens
- 376 - Incorrect priority accorded U.S. liens
- 377 - Partial payments from sale proceeds
- 390 - Transferred from this district

## APPELLATE MATTERS - 400 - 599

Status Codes:

- 429 - Notice of appeal filed
- 430 - Record docketed in CA
- 432 - Briefs filed in CA
- 433 - Submitted and awaiting decision in CA
- 434 - Awaiting entry of judgment mandate of CA
- 435 - Pending on petition for certiorari
- 436 - Pending in Supreme Court

Disposition Codes:

- 581 - Decision in favor of United States
- 582 - Decision adverse to United States
- 583 - Reversed in part and affirmed in part
- 584 - Remanded for further proceedings
- 585 - Appeal dismissed
- \*586 - Appeal not taken "after filing of notice of appeal"

- 603 - Suit withdrawn with leave to reinstate if debtor defaults in payments

3.  
**CIVIL MATTERS**  
**CAUSE OF ACTION CODES**

ADMIRALTY (Codes 0 - 99)

010 - Cargo Damage  
020 - Collison, Ships

Contracts:

031 - Charter Parties  
032 - Tucker Act  
039 - Other

Penalties and Forfeitures:

041 - Forfeitures - Under Shipping and Registry Acts  
043 - Forfeitures - Export Control  
046 - Navigation Regulation  
049 - Oil Pollution Act  
052 - Rivers and Harbors Act  
055 - Safety Appliances  
059 - Other

Torts (Jones Act):

061 - Insured  
062 - Uninsured  
063 - Negligent Property Damage  
064 - Personal Injury  
069 - Other Negligence

070 - Limitation of Liability  
075 - Longshoremen and Harbor Workers Act  
080 - Salvage  
090 - Wages  
099 - Other Admiralty Matters

CONTRACT ACTIONS (Codes 100 - 199)

110 - Bonds, Bail, Surety  
120 - Negotiable Instruments  
130 - Recovery of Erroneous or Unauthorized Payments  
140 - Insurance

Frauds: (from Civil Frauds Section

150 - Title I Loans, FHA  
151 - Surplus Property Disposal  
152 - Contract Settlement Act  
153 - Price Support Programs  
155 - Soil Conservation Programs  
156 - Subsidies  
157 - Veterans Administration Matters  
158 - Procurement Contracts  
159 - Miscellaneous

160 - Tucker Act  
170 - All Other Contract Actions

Frauds: (other than those referred by Civil Frauds Section)

181 - Surplus Property Disposal  
182 - Contract Settlement Act  
183 - Support Price Programs  
184 - False Claims Act  
189 - All Other

ENFORCEMENT (INCLUDING MANDATORY INJUNCTIONS) Codes 200 - 249)

205 - Agricultural Marketing Agreement Act of 1947  
210 - Cancellation of Naturalization  
215 - Civil Aeronautics Act  
220 - Childrens Bureau  
225 - Elkins Act  
230 - Fair Labor Standard Act  
235 - Federal Trade Commission

240 - Interstate Commerce Commission  
243 - Securities and Exchange Commission  
246 - Taft Hartley Act  
249 - Other Enforcements Action

FORFEITURE (Codes 250 - 299)

255 - Counterfeiting

Customs:

260 - Import Control  
265 - Other

270 - Firearms  
273 - Food, Drug and Cosmetics  
277 - Insecticides

Liquor:

281 - Internal Revenue  
284 - Indian  
287 - Interstate Transportation

290 - Narcotics and Marihuana  
299 - All Other

LAND ACQUISITION AND REAL PROPERTY ACTIONS (Codes 300 - 399)

305 - Conveyances  
310 - Direct Purchase Matters  
\*315 - Lien and foreclosure  
320 - Grants and Patents

Indian Claims:

330 - Tribal Claims  
335 - Other

340 - Land Condemnation  
345 - Mineral Leases  
350 - Possession  
355 - Rent, Lease, Ejectment  
360 - Taxes  
365 - Torts to Land  
370 - Tucker Act  
375 - Water Rights  
399 - All Other

PATENT (Codes 400 - 449)

400 - Application, Prosecution of Patent  
405 - Acquisition of Title  
410 - Cancellation of Patent  
415 - Copyright and Trademark  
420 - Interference Equity Suit  
425 - Invention Secrecy Act of 1951  
430 - Mutual Security Act of 1951  
435 - Patent Interferences  
440 - Royalty Adjustment Act  
445 - Suits for Infringement  
449 - Other

Penalties (Codes 450 - 499)

455 - Federal Trade Commission Act  
462 - Hours of Service  
469 - Interstate Commerce Act  
476 - Packers and Stockyards Act  
483 - Safety Appliances (Other than Admiralty)  
490 - Twenty-eight Hour Law  
499 - All Other

TAX ACTIONS (Codes 500 - 549)

505 - Government's Tax Suits  
510 - Taxpayers' Refund Suits  
515 - Taxpayers' Injunction Suits  
520 - Lien and Foreclosure Suits Involving Federal Taxes  
525 - Receivership, Bankruptcy, Probate Proceedings Involving Federal Taxes

549 - Other Tax Suits

TORTS (Codes 550 - 599)

555 - Jones Act

Wrongful Death:

562 - Motor Vehicle  
566 - Airplane  
569 - Other

Personal Injury:

572 - Motor Vehicle  
576 - Airplane  
579 - Other

Property Damage:

582 - Motor Vehicle  
586 - Airplane  
589 - Other

599 - All Other Tort Actions

VETERANS MATTERS (Codes 600 - 699)

605 - Escheats to Government

Insurance:

611 - War Risk, World War One  
614 - National Service Life Insurance  
617 - Indemnity Insurance  
619 - Other

Negotiable Instruments:

621 - Loan Guarantee  
624 - Foreclosure on Realty Mortgage  
627 - Foreclosure on Chattel Mortgage  
629 - Other  
630 - Proceedings for Injunctive and Other Relief

Recovery of Erroneous or Unauthorized Payments:

641 - Adjusted Service Pay  
643 - Allotments

Allowances:

645 - Dependency  
648 - Family  
650 - Re-adjustment  
652 - Subsistence

653 - Compensation  
658 - Hospitalization  
661 - Loss of Government Property  
664 - Soldiers and Sailors Civil Relief Act  
667 - Tuition

Allowances (Cont.):

669 - Other Miscellaneous Overpayments  
675 - Re-employment Rights  
680 - School Cases  
699 - Other Miscellaneous Cases

MISCELLANEOUS ACTIONS (Codes 700 - )

703 - Accountable, Disbursing and Certifying Officer and Contract Performance Bond Cases  
705 - Aid of Subpoena  
710 - Ancillary Proceedings  
713 - Bankruptcy, Insolvency and Probate Proceedings, not involving Federal Taxes  
715 - Contempt  
718 - Claims for damage to Government Property  
720 - Defense of Orders of Regulatory Commission, etc.  
725 - Enforcement of Foreign Judgment  
730 - Escheats to Government  
735 - Defense of Suits Against Cost-Plus Contractors

Habeas Corpus:

740 - Deportation Proceedings  
745 - To Challenge Validity of Sentence  
749 - Other

750 - Application for Executive Clemency

753 - Naturalization Proceedings  
755 - Office of Price Administration

Collection Suits:

760 - Office of Price Stabilization  
765 - Review and Injunction Proceedings  
770 - Renegotiation Cases

Alien Property:

775 - Action for return of vested property  
776 - Miscellaneous Trading with the Enemy Actions  
799 - Other Miscellaneous Cases

LANDS CONDEMNATION - CODESESTATE:

1. Use
2. Fee Simple
3. Flowage easement
4. Avigation easement
5. Pipe line easement
6. Power line and telephone easement
7. Grazing rights
8. Mineral rights
9. Possessory rights
0. All other

PURPOSE:

1. Defense
2. Non-Defense

TRACT STATUS:

1. Received from Department
- Awaiting instructions or advice:
  2. from the Department of Justice
  3. from other agency
4. Complaint filed (Must always be shown in Complaint Filed Column as well as status column whenever appropriate)
5. Declaration of taking filed

6. Awaiting receipt of title evidence
7. Amended complaint filed
- Services of process (actual or constructive):
  8. incomplete
  9. completed
- Entry of order or possession:
  10. on declaration of taking
  11. without declaration of taking
12. Settlement negotiations pending
13. Compromise submitted to Department
14. Awaiting opponent's motions or other pleadings
15. Pre-trial conference held
16. Pending on motion
17. At issue
18. Awaiting receipt of appraisals
19. Set for trial or trial in progress
20. Awaiting court decision
21. Judgment determining compensation entered (Must always be shown in Judgment for Compensation column as well as status column whenever appropriate)
22. Awaiting receipt of check to satisfy judgment for compensation
23. Judgment for compensation satisfied
24. Final Opinion (For Department Use Only)

25. Complete distribution ordered
26. Order entered extending term of temporary use
27. Pending for determination of restoration damages
28. Judgment for restoration damages entered
29. Awaiting receipt of check to satisfy judgment for restoration damages
30. Judgment for restoration damages satisfied
31. Dismissed
32. Pending order of distribution
33. Judgment entered determining no restoration damages



## REFERRAL AND AGENCY CODES

REFERRAL CODES:

1. Department
2. Direct referral from all other sources
3. Tax Lien under Title 28 USC 2410  
(Cause of Action Code 520)
4. Narcotics Cases and Complaints

AGENCY CODES:AGRICULTURE DEPARTMENT

- 011 Agricultural Economics Bureau  
 014 Agricultural Research Admn.  
 017 Commodity Credit Corporation  
 020 Commodity Exchange Authority  
 023 Farm Credit Administration  
 026 Farmers Home Administration  
 029 Federal Crop Insurance Corporation  
 032 Forest Service  
 035 Production & Marketing Admn.  
 038 Rural Electrification Admn.  
 041 Soil Conservation Service  
 049 All Other

COMMERCE DEPARTMENT

- 051 Census Bureau  
 054 Civil Aeronautics Administration  
 058 Foreign & Domestic Commerce Bureau  
 062 Inland Waterways Corporation  
 066 International Trade, Office of  
 070 Maritime Administration  
 074 Maritime Board  
 078 National Bureau of Standards  
 082 National Production Authority  
 086 Patent Office  
 090 Weather Bureau  
 099 All Other

DEFENSE DEPARTMENT

- 120 Air Force  
 122 Army  
 124 Munitions Board  
 126 Navy  
 129 All Other

HEALTH, EDUCATION & WELFARE DEPARTMENT

- 151 Food, Drug & Cosmetics Admn.  
 153 Public Health Service  
 155 Social Security Administration  
 159 All Other

INTERIOR DEPARTMENT

- 201 Alaska Railroad  
 205 Alaska Road Commission  
 208 Alaska Rural Rehabilitation Corp.

INTERIOR DEPARTMENT (Cont.)

- 210 Bonneville Power Administration  
 221 Defense Fisheries Administration  
 223 Defense Minerals Administration  
 225 Defense Power Administration  
 227 Defense Solid Fuels Administration  
 230 Fish and Wildlife Service  
 235 Geological Survey  
 240 Indian Affairs Bureau  
 245 Land Management Bureau  
 250 Mines Bureau  
 255 National Park Service  
 260 Petroleum Admn. for Defense  
 265 Puerto Rico Reconstruction Admn.  
 270 Reclamation Bureau  
 275 Southeastern Power Administration  
 280 Southwestern Power Administration  
 285 Virgin Islands Corporation  
 299 All Other

JUSTICE DEPARTMENT

- 310 Alien Property  
 312 Federal Bureau of Investigation  
 314 Immigration & Naturalization Serv.  
 316 Prisons Bureau  
 318 Prison Industries, Inc.  
 319 All Other

LABOR DEPARTMENT

- 340 Bureau of Labor Standards  
 342 Employees Compensation Bureau  
 344 Veterans Reemployment Rights Bur.  
 346 Wages & Hour & Public Contracts Div.  
 348 Womens Bureau  
 349 All Other

POST OFFICE DEPARTMENT

- 360 Post Office

STATE DEPARTMENT

- 380 International Boundary Commission  
 385 International Extradition  
 386 U. S. Information Service  
 389 All Other

TREASURY DEPARTMENT

- 405 Coast Guard  
 410 Comptroller of the Currency  
 415 Customs Bureau

Internal Revenue Service

- 421 Income Tax Unit  
 423 Alcohol Tax Unit  
 425 Other Internal Revenue  
 435 Narcotics Bureau  
 440 Secret Service Bureau  
 445 U. S. Savings Bond Division  
 449 All Other

INDEPENDENT AGENCIES

- 510 Atomic Energy Commission  
 515 Bankruptcy Officers  
 520 Central Intelligence Agency  
 525 Congress of the United States  
 530 Civil Aeronautics Board  
 540 Civil Service Commission  
 550 Defense Mobilization, Office of  
 560 Federal Communications Commission  
 570 Federal Deposit Insurance Corp.  
 580 Federal Power Commission  
 590 Federal Reserve System  
 600 Federal Works Agency  
 610 Federal Trade Commission  
 620 General Accounting Office

General Services Administration

- 631 Contract Settlement  
 633 Public Buildings Service  
 635 Federal Supply Service  
 637 Emergency Procurement Service  
 638 Natl. Archives & Record Service  
 639 Other (War Assets)

- 640 Government Printing Office

Housing & Home Finance Agency

- 651 Fed. Savings & Loan Insurance Corp.  
 652 Fed. Housing Administration  
 653 Home Loan Bank Board  
 654 Home Owners Loan Corporation  
 655 Public Housing Administration  
 659 All Other Housing & Home Finance

- 660 Housing Expediter, Office of  
 670 Indian Claims Commission  
 680 Interstate Commerce Commission  
 690 Mutual Security Administration  
 700 Natl. Advisory Committee for Aeronautics

INDEPENDENT AGENCIES (Cont'd.)

- 710 Natl. Capital Housing Authority  
 720 Natl. Capital Park & Planning Comm.  
 730 Natl. Labor Relations Board  
 \*735 Natl. Service Foundation  
 740 Price Administration, Office of  
 750 Price Stabilization, Office of  
 760 Railroad Retirement Board  
 770 Reconstruction Finance Corp.  
 775 Renegotiation Board  
 780 Rent Stabilization, Office of  
 \*785 St. Lawrence Seaway Development  
 790 Securities & Exchange Commission  
 800 Selective Service System  
 810 Senate Office Building Commission  
 815 State County or Municipal Authorities  
 820 Tennessee Valley Authority  
 830 Veterans Administration  
 840 Veterans Emergency Housing  
 850 Wage Stabilization Board  
 860 War Food Administration

Alaska

- 870 City Police Departments  
 871 Highway Patrol & Territorial Police  
 872 Department of Taxation  
 873 Department of Public Welfare  
 874 Department of Labor  
 875 Department of Health  
 876 Department of Employment  
 877 Board of Liquor Control  
 878 Compiled Laws Annotated  
 879 All Other

District of Columbia

- 881 Metropolitan Police Department  
 882 Recorder of Deeds  
 883 Commission on Licensure  
 884 Unemployment Compensation Bureau  
 885 Board of Public Welfare  
 \*886 Redevelopment Land Agency  
 889 All Other

- 890 Canal Zone  
 900 Virgin Islands  
 910 Puerto Rico  
 999 Other Independent Agencies

CIVIL DIVISION SECTION CODES:

1. Admiralty & Shipping
2. Frauds
3. General Litigation
4. Government Claims
5. Patent
6. Torts
7. Veterans' Affairs

DISTRICT CODE

1.	Alabama,	Northern	34.	Louisiana,	Eastern	66.	Pennsylvania,	Eastern
2.	Middle	Western	35.	Maine	Western	67.	Middle	Middle
3.	Southern		36.	Maryland		68.	Western	Western
4.	Alaska,	1st Division	37.	Massachusetts		69.	Puerto Rico	
5.	2nd Division		38.	Michigan,	Eastern	70.	Rhode Island	
6.	3rd Division		39.	Minnesota	Western	71.	South Carolina,	Eastern
7.	4th Division		40.	Mississippi,	Northern	72.	Western	Western
8.	Arizona		41.	Missouri,	Southern	73.	South Dakota	
9.	Arkansas,	Eastern	42.	Montana	Eastern	74.	Tennessee,	Eastern
10.	Western		43.	Nebraska	Middle	75.	Middle	Middle
11.	California,	Northern	44.	Nevada	Western	76.	Northern	Western
12.	Southern		45.	New Hampshire		77.	Northern	Northern
13.	Colorado		46.	New Jersey		78.	Eastern	Eastern
14.	Connecticut		47.	New Mexico		79.	Southern	Southern
15.	Delaware		48.	New York,	Northern	80.	Western	Western
16.	District of Columbia		49.	North Carolina,	Eastern	81.	Utah	
17.	Florida,	Northern	50.	North Dakota,	Middle	82.	Vermont	
18.	Southern		51.	Ohio,	Western	83.	Virginia,	Eastern
19.	Georgia,	Northern	52.	Oklahoma,	Northern	84.	Washington,	Eastern
20.	Middle		53.	Eastern	Eastern	85.	West Virginia,	Western
21.	Southern		54.	Western	Southern	86.	Northern	Western
22.	Hawaii		55.	Wisconsin,	Eastern	87.	Southern	Northern
23.	Idaho		56.	Wyoming	Western	88.	Eastern	Southern
24.	Illinois,	Northern	57.	Canal Zone		89.	Wisconsin,	Eastern
25.	Eastern		58.	Guam		90.	Western	Western
26.	Southern		59.	Virgin Islands		91.		
27.	Indiana,	Northern	60.			92.		
28.	Southern		61.			93.		
29.	Iowa,	Northern	62.			94.		
30.	Southern		63.					
31.	Kansas		64.					
32.	Kentucky,	Eastern	65.					
33.	Western							

J F M A M J J A S O N D 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31																							
① Northern Alabama (01) <small>(District and Code No.)</small>				② Birmingham (2) <small>(Division and Code No.)</small>				③ 11/1/57 <small>(Date Complaint Received)</small>				④ 15442 <small>(Complaint Number)</small>											
⑤ Fuller, George <small>(Name of Defendant)</small>				⑥ _____ <small>(Address)</small>				⑦ Jones (1) <small>(Attorney for United States &amp; Code No.)</small>				⑧ _____ <small>(Court Number)</small>											
⑨ 1 <small>(Def. No.)</small>		⑩ 2 <small>(Referral Code)</small>		⑪ 2 <small>(Total Defts.)</small>		⑫ 18 1708 <small>(Title) (Section)</small>		⑬ (Theft of Mail)															
⑭ P. O. Dept., (360) <small>(Agency Involved and Code No.)</small>												⑮ _____ <small>(Description of Offense and U.S. Code Citation)</small>											
⑯ _____ <small>(Department File Number)</small>				⑰ _____ <small>(Date Offense Committed)</small>				⑱ _____ <small>(Attorney for Defendant)</small>				⑲ _____ <small>(Address)</small>											
DATE	⑳ STATUS					DATE	㉑ COURT PROCEEDINGS																
	001 or 201 AWAITING DEPARTMENT INSTRUCTIONS OR ADVICE						PLEA: <input type="checkbox"/> NOT GUILTY <input type="checkbox"/> GUILTY <input type="checkbox"/> NOLO <input type="checkbox"/> TO PART																
	004 PROSECUTION DEFERRED IN JUVENILE CASES						CHANGE OF PLEA TO: <input type="checkbox"/> NOT GUILTY <input type="checkbox"/> GUILTY <input type="checkbox"/> NOLO <input type="checkbox"/> TO PART																
	005 or 205 AWAITING SERVICE OF WARRANT OR SUMMONS						TRIAL STATUS: <input type="checkbox"/> BY COURT <input type="checkbox"/> BY JURY <input type="checkbox"/> NOT TRIED																
	012 PROSECUTION DEFERRED PENDING DECISION IN APPELLATE COURT						VERDICT: <input type="checkbox"/> NOT GUILTY <input type="checkbox"/> GUILTY <input type="checkbox"/> GUILTY AS TO PART																
	208 BOND FORFEITED						SENTENCE:																
	209 AWAITING ARRAIGNMENT						FINE \$ _____ COSTS \$ _____																
	211 AWAITING TRIAL																						
	212 TRIAL IN PROGRESS																						
	213 AWAITING COURT DECISION																						
	214 AWAITING SENTENCE																						
	215 JURY UNABLE TO REACH VERDICT (HUNG JURY)																						
	216 REFERRAL OF CASE TO PROBATION OFFICER																						
	060 or 260 OTHER STAGE OF PROCEEDING NOT SPECIFIED																						
	092 or 292 AWAITING INVESTIGATION OR REPORT FROM AGENCY																						
	⑳ 11/6/57 093 PROSECUTION UNDER CONSIDERATION						㉒ Date of Disposition _____ Month _____ Day _____ Year _____																
	066 AWAITING FINAL HEARING BEFORE COMMISSIONER						101 REMOVAL TO DISTRICT OF _____																
	067 AWAITING GRAND JURY INFORMATION OR REMOVAL PROCEEDINGS						102 NO TRUE BILL																
	261 PENDING ON MOTION						110 PROSECUTION DECLINED																
	091 or 291 FUGITIVE						120 DISMISSED BY COMMISSIONER TRIAL BEFORE COMMISSIONER																
	092 or 292 ARMED SERVICE						126 COMPLAINT DISMISSED BY COURT 108 ADJUDGED NOT GUILTY																
							170 TRF. TO STATE AUTH. UNDER 18 5001 161 ADJUDGED GUILTY																
							190 or 300 DISMISSED ON AUTH. RECEIVED FROM DEPT. DISMISSED WITHOUT PRIOR AUTH. FROM DEPT.																
							141-142-143-144-145-146-147-148-149-150-151-159 or 341-342-343-344-345-346-347-348-349-350-351-359																
	㉓ METHOD OF INITIATION OF COURT ACTION:						REASON-																
	1. INDICTMENT						303 TRANSFER (RULE 20) TO DISTRICT OF _____																
	2. INFORMATION						325 CASE DISMISSED BY COURT																
	3. REMOVAL FROM STATE COURT						361 SENTENCED: AFTER PLEA OF GUILTY																
	4. TRANSFER TO THIS DISTRICT						362 SENTENCED: AFTER PLEA OF GUILTY TO PART																
	5. REMANDED						363 SENTENCED: AFTER PLEA OF NOLO CONTENDERE																
							380 ACQUITTED AFTER TRIAL BY COURT 381 BY JURY																
							384 SENTENCED: AFTER TRIAL BY COURT 385 BY JURY																
							386 GUILTY PLEA DURING TRIAL																
							390 PROCEEDINGS SUSPENDED INDEFINITELY BY COURT																
	㉔ DEFENDANT STATUS: <input type="checkbox"/> IN JAIL																						
	AMT. BOND: SURETY: \$ ADDRESS																						
	AMT. BOND: SURETY: \$ ADDRESS																						

FORM NO. USA-115 (Rev. 7-1-57)

CRIMINAL COMPLAINT AND COURT PROCEEDINGS RECORD

- Item 1 - Enter the name of the District and the Code Number from Page 6 of Appendix.
- " 2 - Enter the name of the Division and the Code Number. Do not change number if matter is transferred to another division for disposition.
- " 3 - Enter the Date (Month, Day and Year) that Complaint was received.
- " 4 - Enter Complaint Number assigned by U. S. Attorney's Office. Do not use letters of alphabet.
- " 5 - Enter the name and address of each defendant involved in the case or complaint on a separate card. Enter the last name first followed by given name.
- " 6 - If desired the name and a code for the Assistant U. S. Attorney handling a case or matter may be inserted in this space.
- " 7 - Enter the Court Docket Number.
- " 8 - If only one defendant is involved in the case or complaint, enter the figure "1". Where two or more defendants are involved in the same case or complaint, assign a separate number to each beginning with No. 1.
- " 9 - Insert appropriate Referral code from Page 5 of Appendix.
- " 10 - Enter the Total number of defendants involved in a case or complaint.
- " 11 - Insert the appropriate U. S. Code Citation by Title and Section for the Offense Charged. See Page 22 for reporting matters where more than one offense is charged.
- " 12 - Insert the name and code from Page 5 of Appendix for Agency whose agent is appearing as Complainant or whose statutes have been violated. Fill in even though matter may have been referred by Department of Justice.
- " 13 - Enter the Department File Number if one has been assigned by the Department.
- " 14 - Enter the Date the Offense was committed.
- " 15 - Enter the name and address of the Attorney for the defendant.
- " 16 - Enter date of action and circle appropriate action code from Page 1 of Appendix.
- " 17 - Enter date case was filed in court and circle appropriate method of court action code from Page 1 of Appendix.
- " 18 - Defendant Status - If applicable fill in amount of bond as well as name and address of surety. If in jail, mark "X" in box.
- " 19 - Enter the date of the Court Proceedings and check appropriate box.
- " 20 - Enter disposition date and circle appropriate action code from Page 1 of Appendix

J F M A M J J A S O N D 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

1 Northern Alabama (01) Birmingham (02) 10/6/56 15445  
 (District and Code No.) (Division and Code No.) (Date Complaint Received) (Complaint Number)

3 Gravel, Gerlie Smith (2)  
 (Name of Defendant) (Attorney for United States & Code No.) (Court Number)

4 (Referral Code) 2 (Total Defs.) 21-174: Sale of Narcotics; concealment after importation.  
 (Def. No.) (Title) (Section)

12 IRS (435)  
 (Agency Involved and Code No.)

13 12-1-0  
 (Department File Number)

(Agency Involved and Code No.) (Date Offense Committed) (Address)

(Address for Defendant) (Address)

DATE	STATUS	DESCRIPTION OF OFFENSE AND U.S. CODE CITATION	DATE	COURT PROCEEDINGS
10/16/56	001 or 201 Awaiting Department Instructions or Advice		17	PEA: <input type="checkbox"/> NOT GUILTY <input type="checkbox"/> GUILTY <input type="checkbox"/> NOLO <input type="checkbox"/> GUILTY AS TO PART
	004 Prosecution Deferred in Juvenile Cases			CHANGE OF PLEA TO: <input type="checkbox"/> NOT GUILTY <input type="checkbox"/> GUILTY <input type="checkbox"/> NOLO <input type="checkbox"/> GUILTY AS TO PART
	005 or 205 Awaiting Service of Warrant or Summons			TRIAL STATUS: <input type="checkbox"/> BY COURT <input type="checkbox"/> NOT TRIED
	012 Prosecution Deferred Pending Decision in Appellate Court			VERDICT: <input type="checkbox"/> NOT GUILTY <input type="checkbox"/> GUILTY <input type="checkbox"/> GUILTY AS TO PART
	208 Bond Forfeited			SENTENCE: <input type="checkbox"/> FINE \$ <input type="checkbox"/> COSTS \$
	209 Awaiting Arraignment			
	211 Awaiting Trial			
	212 Trial in Progress			
	213 Awaiting Court Decision			
	214 Awaiting Sentence			
	215 Jury Unable to Reach Verdict (Hung Jury)			
	216 Referral of Case to Probation Officer			
	060 or 260 Other Stage of Proceeding Not Specified			
	062 or 262 Awaiting Investigation or Report from Agency			
	063 Prosecution Under Consideration			
	066 Awaiting Final Hearing Before Commissioner			
	067 Awaiting Grand Jury Information or Removal Proceedings			
	261 Pending on Motion			
	091 or 291 Fugitive			
	092 or 292 Armed Service			
	METHOD OF INITIATION OF COURT ACTION:			
	1. INDICTMENT			
	2. INFORMATION			
	3. REMOVAL FROM STATE COURT			
	4. TRANSFER TO THIS DISTRICT			
	5. REMANDED			
	6. REINSTATED			
	7. APPEAL			
	8. SUPERSEDING INDICTMENT			
	OR INFORMATION FILED			
	DEFENDANT STATUS: <input type="checkbox"/> IN JAIL			
	AMT. BOND: \$			
	SURETY: \$			
	ADDRESS: \$			
	AMT. BOND: \$			
	SURETY: \$			
	ADDRESS: \$			

10/16/56 Date of Disposition Month 20 Day 20 Year 56

REASON:  
 101 REMOVAL TO DISTRICT OF  
 102 NO. TRUE BILL  
 110 PROSECUTION DECLINED  
 120 DISMISSED BY COMMISSIONER  
 126 COMPLAINT DISMISSED BY COURT  
 170 TRF. TO STATE AUTH. UNDER 18 5001  
 130 or 330 DISMISSED ON AUTH. RECEIVED FROM DEPT.  
 DISMISSED WITHOUT PRIOR AUTH. FROM DEPT.  
 141-142-143-144-145-146-147-148-149-150-151-159 or  
 341-342-343-344-345-346-347-348-349-350-351-359  
 303 TRANSFER (RULE 20) TO DISTRICT OF  
 325 CASE DISMISSED BY COURT  
 361 SENTENCED: AFTER PLEA OF GUILTY  
 362 SENTENCED: AFTER PLEA OF GUILTY TO PART  
 363 SENTENCED: AFTER PLEA OF NOLO CONTENDERE  
 380 ACQUITTED AFTER TRIAL BY COURT  
 384 SENTENCED: AFTER TRIAL BY COURT  
 386 GUILTY PLEA DURING TRIAL  
 390 PROCEEDINGS SUSPENDED INDEFINITELY BY COURT

108 ADJUDGED NOT GUILTY  
 161 ADJUDGED GUILTY  
 381 BY JURY  
 385 BY JURY

FORM NO. USA-115 (Rev. 7-1-57)

CRIMINAL COMPLAINT AND COURT PROCEEDINGS RECORD

Items 1. thru 10. and 12. thru 22. same as on preceding page.  
 Item 11. If a narcotic complaint is reported place a prefix before each statutory violation. Thus each narcotic statute violated in one act will be given a number which will be punched as a suffix to the defendant number as shown on Page 14.

Form No. USA-112  
(Rev. 11-1-57)

SUPPLEMENTAL REPORT OF CRIMINAL MATTERS

MONTH November YEAR 1957

DISTRICT Northern Alabama

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)		(11)	(12)	(13)		
DAY	COMPLAINT NUMBER	DIVISION	NAME	ASST. ATTORNEY'S CODE	DEFENDANT'S NUMBER	REFERRAL	OFFENSE CHARGED		AGENCY INVOLVED	INITIATION OF COURT ACTION		ACTION		AMOUNT OF FINE	DEPT. FILE NUMBER REMARKS
							TIT.	SECTION		DAY	METHOD	DAY	CODE		
APPEALS															
4	15443	3	Ross, N.	2	1	1	18	2113	312			10	429		
1	15440	1	Class, L.	1	1	1	18	657	023	10	7	10	430		
ADDL. COUNTS IN NARCOTIC CASES															
6	33333	5	Mayflower, B.	3	1-2	4	26	4741	435	7	1	7	209		
6	33333	5	Mayflower, B.	3	1-3	4	26	4743	435	7	1	7	209		

- Col. 1 - Enter day of month that notice of appeal was filed. If additional counts in Narcotic Cases, show month and day complaint was originally received.
- " 2 - Enter Complaint Number assigned by U. S. Attorney's Office. Do not use letters of alphabet. Report appeals or re-instatements under original complaint number.
- " 3 - Show number of division of district in which violation occurred. Do not change number if matter is transferred to another division for disposition.
- " 4 - List each defendant or count in a narcotic violation on a separate line. Enter last name first followed by one initial, using not more than 14 typewriter spaces.
- " 5 - If desired a code for the Assistant U. S. Attorney handling a case or matter may be inserted in this column.
- " 6 - If only one defendant is involved in the case or complaint, enter the figure "1". Where two or more defendants are involved in the same case or complaint, assign a separate number to each beginning with No. 1.
- " 7 - Insert appropriate Referral Code from Page 5 of Appendix.
- " 8 - Insert the appropriate U. S. code citation by Title and Section for the Offense Charged. See Page 22 for reporting matters where more than one offense is charged.
- " 9 - Insert code from Page 5 of Appendix for Agency whose agent is appearing as complainant or whose statutes have been violated. Fill in even though matter may have been referred by Department of Justice.
- " 10 - Insert the method of court action code from Page 1 of Appendix if court action is undertaken.
- " 11 - Insert action code from Page 1 of Appendix representing preliminary, court or disposition action.
- " 12 - Enter amount of fine and costs imposed whether or not collected. Show amounts in dollars only. If the entire amount is suspended during the reporting month, write the word "suspended" immediately following the amount.
- " 13 - Enter the Department File Number if one has been assigned by the Department. Space may also be used for appropriate remarks.

J	F	M	A	M	I	J	A	S	O	N	D	I	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
(1) Northern Alabama (01) (2) Birmingham (2) (3) 11/1/57 (4) 708 <small>(District and Code No.) (Division and Code No.) (Date Claim Rec'd.) (Claim No.)</small>																																										
(5) Brown, Samuel <small>(Name of Party Opposing U. S.)</small>																																										
(7) Smith (1) (8) (7) (9) 1 (10) 2 (11) U.S. Plaintiff (1) (12) (1) <small>(Attorney for U. S. &amp; Code No.) (Section Code) (Opp. Pty. No.) (Total No. Phys.) (Designation &amp; Code No.) (Referral Code)</small>																																										
(13) Allowances: Family (648) (14) Veterans Admin. (830) (15) <small>(Cause of Action and Code No.) (Agency Involved &amp; Code No.) (Agency File No.)</small>												(16) COURT ACTION <small>NO. DAY YR. METHOD</small>																														
2 Smith, John 5. \$ (17) 175.00 \$ (18) <small>(Amount of Claim) (Judgment - Principal)</small>												(20) 151-82-128 <small>(Department File Number)</small>																														
3. 6. 8. \$ (19) <small>(Court Costs)</small>																																										
4. 7. 9. \$ (21) <small>(Interest)</small>																																										
(22) <small>(Name and Address of Attorney for Opposing Party)</small>												\$ (23) <small>(Total Amount due U. S.)</small>																														
DATE ACTION CODE PROCEEDINGS (24) 11/4/57 002 Awaiting Completion of Investigations.																																										

FORM NO. USA-116 (Rev. 7-1-57)

CIVIL CLAIM AND COURT PROCEEDINGS RECORD

- Item 1 - Enter the name of the District and the Code Number from Page 6 of Appendix.
- " 2 - Enter the name of the Division and the Code Number. Do not change number if matter is transferred to another division for disposition.
- " 3 - Enter the Date (Month, Day and Year) that Claim was received.
- " 4 - Enter Claim Number assigned by U. S. Attorney's Office. Do not use letters of alphabet.
- " 5 - Enter the name of each party opposing U. S. in the case or claim. The first party should be listed first and any additional parties should be listed in the space provided for other opposing parties.
- " 6 - Enter the Court Docket Number.
- " 7 - If desired a code for the Assistant U. S. Attorney handling a case or matter may be inserted in this space.
- " 8 - Enter the appropriate Civil Division Section Code from Page 5 of Appendix.
- " 9 - If only one opposing party is involved in the case, enter the figure "1". Where two or more opposing parties are involved in the same case, assign a separate number to each beginning with No. 1.
- " 10 - Enter the total number of Opposing Parties involved in a case or claim.
- " 11 - Enter the appropriate Designation Code from Page 2 of Appendix.
- " 12 - Enter the appropriate Referral Code from Page 5 of Appendix.
- " 13 - Insert the appropriate code from the Civil Cause of Action Code, Page 3 of Appendix.
- " 14 - Insert code from Page 5 of Appendix for Agency whose agent is appearing as complainant or whose statutes have been violated. Fill in even though matter may have been referred by Department of Justice.
- " 15 - Enter Agency File Number.
- " 16 - Insert the date and the court action code from Page 2 of Appendix if court action is undertaken. In a state court case where notice is received in a later month than when the case was actually filed, indicate the day of the month in which the United States Attorney was served with papers.
- " 17 - Enter amount involved in each claim. Leave this column blank if no monetary liability is involved.
- " 18 - Enter the Amount of Judgment.
- " 19 - Enter the Court Costs.
- " 20 - Enter the Department File Number if one has been assigned by the Department.
- " 21 - Enter the Amount of Interest.
- " 22 - Enter the name and address of the Attorney for the Opposing Party.
- " 23 - Enter Total Amount due U. S.
- " 24 - Enter date and appropriate action code from Page 2 of Appendix representing preliminary, court or disposition.

MONTH November YEAR 57

SUPPLEMENTAL REPORT OF CIVIL MATTERS

DISTRICT Northern Alabama

(1) DAY	(2) CLAIM NUMBER	(3) DIVISION	(4) NAME	(5) ASST. ATTORNEYS CODE	(6) SECTION CODE	(7) OPPOSING PARTY NUMBER	(8) DESIGNATION	(9) RE-FERRAL ACTION	(10) AGENCY INVOLVED	(12) INITIATION OF COURT ACTION		(13) ACTION		(14) AMOUNT CLAIMED	(15) AMOUNT RECOVERED (JUDGMENT, COMPROMISE, ETC.)	(16) DEPT. FILE NUMBER REMARKS	
										DAY	ACTION	DAY	CODE				
			APPEALS														
5	705	1	Johnson, J.	1	7	1	2	2740	314	10	7	10	430				
7	900	4	Hardy, H.	4	4	1	2	579	122			7	429	100,000			
			RE-OPENED														
10	1000	2	Smith, M.	4	4	1	1	658	830			16	013	2,935			151-32-297

- Col. 1 - Enter day of month that notice of appeal was filed.
- " 2 - Enter Claim Number assigned by U. S. Attorney's Office. Do not use letters of alphabet. Report appeals or re-instatements and reopened cases under original claim number. Do not use court docket number.
- " 3 - Show number of division of district in which violation occurred. Do not change number if matter is transferred to another division for disposition.
- " 4 - List each party opposing the United States in the case or claim on a separate line. Enter last name first followed by one initial, using not more than 14 typewriter spaces.
- " 5 - If desired a code for the Assistant U. S. Attorney handling a case or matter may be inserted in this column.
- " 6 - Enter the appropriate Civil Division Section Code from Page 5 of Appendix.
- " 7 - If only one opposing party is involved in the case, enter the figure "1". Where two or more opposing parties are involved in the same case, assign a separate number to each beginning with No. 1.
- " 8 - Enter the appropriate Designation Code from Page 2 of Appendix.
- " 9 - Insert appropriate Referral Code from Page 5 of Appendix.
- " 10 - Insert the appropriate code from the Civil Cause of Action Code, Page 3 of Appendix.
- " 11 - Insert code from Page 5 of Appendix for Agency whose agent is appearing as complainant or whose statutes have been violated. Fill in even though matter may have been referred by Department of Justice.
- " 12 - Insert the Court Action Code from Page 2 of Appendix if court action is undertaken. In a state court case where notice is received in a later month than when the case was actually filed, indicate the day of the month in which the United States Attorney was served with papers.
- " 13 - Insert Action Code from Page 2 of Appendix representing preliminary, court or disposition action.
- " 14 - Enter amount involved in each claim. Leave this column blank if no monetary liability is involved.
- " 15 - Insert the amount of judgment in terms of dollars only, either on behalf of the Government or the opposing party.
- " 16 - Enter the Department File Number if one has been assigned by the Department. Space may also be used for appropriate remarks.

DEBTOR INDEX AND PAYMENT RECORD

EXAMPLE NO. 1

This example shows posting operations when payments, after liquidation of court costs, are applied first to accrued interest and then to reduction of principal balance. (Entry numbers are keyed to numbers appearing on lines of this example).

**Headings**  
Enter last name of debtor followed by first name and middle initial or middle name. In many cases it may prove helpful to list debtor's telephone number. If others, including attorneys and banks make payments for debtors, list name and addresses. Terms of payment should be brief (abbreviations used wherever possible) but sufficiently complete to permit acceptance of payments, immediate postings to the collections part of card, follow-up action with debtors, and advice to inquiries from debtors regarding status of account. In some cases it may be necessary to utilize the reverse side of card for the continuation of the payment agreement.

Debtor's Name	Smith, Frank S.	Date of Claim		Complaint or Claim No.	45253
Address	5410 Main Street Washington 16, D. C. (Tel. OL2-0012)	Amount of Claim \$		Division No.	1
Other Persons Making Payments		Am't. Compromised For \$		Court No.	92599
Charles R. Jones		Date Compromised		Date of Judgment or Fine	11-1-54
1442 Vermont Avenue		Agency Involved		Fine \$	
Washington 25, D. C.		Uncollectible or Suspended		Principal \$	224.00
		Date		Interest \$	37.44
		Amount \$		Costs \$	37.50
		Terms: pymts. (1) costs; (2) int.; (3) prin.		Total \$	298.94

**Entry No. 3**  
At time of first payment, transfer total amount of principal and interest listed in the heading and enter here.

**Entry No. 1**  
At time of first payment, transfer amount of court costs listed in the heading and enter here.

COLLECTIONS								
(1)	Court Costs		(4)	Principal and Interest			(8)	(9)
Date	Receipt No. or office Receiving Pymt.	Payment	Balance Due	Date	Receipt No. or office Receiving Pymt.	Interest	Payment on Principal	Principal Balance
X	X	X	① 37.50	X	X	X	X	③ 261.44
② 12/1/54	227559	* 37.50	—	④ 12/1/54	227559	1.31	11.19	250.25
				⑤ 1/1/55	228321	1.25	48.75	201.50
				2/1/55	228992	1.01	48.99	152.51
				3/1/55	227428	.76	49.24	103.27
				4/1/55	230107	.52	49.48	53.79
				5/1/55	230914	.27	53.79	—

**Entry No. 4**  
If a part of payment has been used to liquidate court costs and the remainder is to be applied to interest, interest and principal, or principal alone, repeat date of payment and U. S. Attorneys' receipt number in Columns 5 and 6, respectively. Compute interest from date of judgment to date of initial payment and enter in Column 7 that part of payment required to liquidate interest. Enter in Column 8 any remainder of initial payment. Reduce principal balance by the amount posted in Column 8 and enter new balance in Column 9.

**Entry No. 2**  
Enter date of payment in Column 1, number of U. S. Attorneys' receipt (Form 200) in Column 2, and that part of initial payment required to liquidate court costs in Column 3. Where payment is sufficient to liquidate court costs, draw line in Column 4 to indicate no balance. Where payment is insufficient to liquidate court costs, enter reduced unpaid balance in Column 4. Where total payment received is more than sufficient to liquidate court costs, enter an asterisk opposite amount of payment applied to court costs. Note on reverse side of card that the difference between amount of payment and the amount credited to court costs has been applied to interest and/or reduction of principal balance. (See Entry No. 4 for posting remainder of payment).

**Entry No. 5**  
As successive payments are received, compute interest from date of last payment and apply each payment first to the liquidation of interest and then to the reduction of the principal balance. When account reaches next to last payment stage, advise debtor the amount of final payment, including interest.



DEBTOR INDEX AND PAYMENT RECORD

EXAMPLE NO. 2

This example shows posting operations in those cases where payments are applied against the principal until it is fully liquidated and then against accrued interest. (Entry numbers are keyed to numbers appearing on lines of this example).

**Entry No. 1**  
At time of first payment, transfer amount of court costs listed in the headings and enter here.

**Entry No. 2**  
Enter date of payment in Column 1, number of U. S. Attorney's receipt (Form 200) or abbreviated title of office receiving payment in Column 2, and that part of initial payment required to liquidate court costs in Column 3. (If clerk of court has received payment and applied a part thereof to court costs enter transaction on card for record purposes). Where payment is insufficient to liquidate court costs, enter reduced unpaid balance in Column 4.

**Entry No. 3**  
Where more than one payment is required to liquidate court costs and a part of a payment is to be applied to reduction of the principal balance, enter an asterisk opposite amount of payment applied to court costs. Note on reverse side of card that difference between the amount of payment and the amount credited to court costs has been applied to reduction of principal balance. (See Entry No. 5 for posting remainder of payment).

Debtor's Name	Jones, Mary B. (Mrs.)	Date of Claim		Complaint or Claim No.	45252
Address	10235 Bedford Street Jamestown, Penna.	Amount of Claim \$		Division No.	1
Other Persons Making Payments	City Bank 201 Main Street Jamestown, Penna.	Am't. Compromised For \$		Court No.	92598
		Date Compromised		Date of Judgment or Fine	10-10-54
		Agency Involved		Fine \$	
		Uncollectible or Suspended		Principal \$	1,000.00
		Date		Interest \$	251.49
		Amount \$		Costs \$	152.00
		Terms	\$100 - 30th ea.mo. starting 11/30/54; 6% int; pymts. (1) costs, (2) prin.; int. after prin. liq.	Total \$	1,403.49

COLLECTIONS								
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Date	Court Costs Receipt No. or office Receiving Pymt.	Payment	Balance Due	Date	Principal and Interest Receipt No. or office Receiving Pymt.	Interest	Payment on Principal	Principal Balance
X	X	X	① 152.00	X	X	X	X	④ 1,251.49 ←
② 10/25/54	Clt. of Ct.	100.00	52.00	11/30/54	228319	10.43	48.00	1,203.49 ←
③ 11/30/54	228319	* 52.00	—	12/31/54	228922	6.02	100.00	1,103.49 ←
				11/21/55	233575	.52	100.00	3.49 ←
				12/30/55	234094	.02	3.49	— ←
				⑦	Accrued interest from 10/10/54 to 12/30/55	49.57		— ←
				12/30/55	234094		47.57	— ←

Form No. USA-117  
(Jan. 1955) Debtor Index and Payment Record

**Entry No. 4**  
At time of first payment, transfer total amount of principal and interest, if any, listed in heading and enter here.

**Entry No. 5**  
Where a part of payment has been used to liquidate court costs and remainder is to be applied to reduction of principal balance, repeat date of payment and U. S. Attorney's receipt number on this side of card.

**Entry No. 6**  
Enter amount to be applied to reduction of principal balance. Reduce principal balance by amount shown in Column 8 and post new balance here. Repeat operation until principal balance is less than the usual amount of installment payment or entirely paid. Compute interest from time of judgment to final payment date and advise debtor amount of final payment which will include interest and any balance of the principal debt.

**Entry No. 7**  
If any part of the principal debt remains, split final payment and post in Columns 5, 6 and 8 respectively, the date of payment, receipt number and the amount required to liquidate principal balance. Draw line in Column 9 to indicate no balance. Enter in Column 9, the amount of accrued interest and identify entry as being accrued interest from date of judgment to date of final liquidation of debt. Repeat date of payment, receipt number and amount required to liquidate accrued interest in Columns 5, 6 and 8 respectively. Draw line in Column 9 to indicate no balance due on interest.

**Note:**  
Accrued interest may be computed at time of each payment and placed in Column 7 in the form of memorandum pencil entries. Such notations are for convenience only and will facilitate the computation of interest as final payment of principal balance becomes due.

MONTHLY REPORT OF PENDING CRIMINAL MATTERS

1				2	3	4	5			6			7	8	9		10		11			12			13	14	
DIST.	MO.	DAY	YR.	COMPLAINT NUMBER	DIV.	NAME	Asst. Atty. Code	DEPT. OF JUSTICE FILE NO. Vio.	Dist.	Sub. No.	DEPT. NO.	REF.	Offense Charged Title	Section	Agency Involved	Court Action Mo.	Yr.	Mod.	ACTION Mo.	Day	Yr.	CODE	AMOUNT OF FINE	REMARKS			
						PENDING	01	31	57																		
99	9	5	53	14604	1	PEARCE W	22						1238	713	312					11	30	53	020				
99	6	13	55	15075	1	THORPE A	31						1138	715	830					6	15	55	002		1.	*	3
99	9	25	55	15271	1	RAYMOND E	31						1218	658	570					9	27	55	003			*	
99	10	3	55	15298	1	LAWRENCE E	31						1218	494	35					10	15	55	001				
99	10	6	56	15305	1	GRAVEL G	2						1142	64704	435					10	6	56	004				
99	10	6	56	15305	1	GRAVEL G	2						1242	64705	435					10	6	56	007				
99	10	20	55	15329	1	BETHUNE H	23						11		360					11	15	55	002				
99	10	31	55	15340	1	GARTNER R	23						1218	471	440					10	31	55	002				
99	11	25	55	15395	1	HERDON J	31			75499			1326	145	421	11	55	1	12	3	55	209					
99	9	25	56	15425	1	FLANNERY J	2						1142	64742	435	10	56	1	10	22	56	211					
99	9	25	56	15425	1	FLANNERY J	2						1242	64744	435	10	56	1	10	22	56	211					
99	9	25	56	15425	1	FLANNERY J	2						1342	64755	435	10	56	1	10	22	56	211					
99	9	25	56	15425	1	OLSEN A	2						2142	64742	435	10	56	1	10	22	56	211					
99	9	25	56	15425	1	OLSEN A	2						2242	64744	435	10	56	1	10	22	56	211					
99	9	25	56	15425	1	OLSEN A	2						2342	64755	435	10	56	1	10	22	56	211					
99	1	5	56	15444	1	BRYON A	22	25	83	109			1150	462	800					1	7	56	007				
			8			2			7						16												

This is a specimen of the Monthly Report of Pending Criminal Matters, prepared by the Department. The headings, for the most part, correspond to Form No. USA-112. The following explanations are keyed to the encircled numbers in the body of the form:

- (1) Asterisk indicates that the matter has reached a delinquency status and the number "3" indicates that this is the third time the matter has been so noted.
- (2) Items encircled in red pencil by the Department indicate obvious errors or omissions made in previous reports from United States Attorneys. Note the omission of the offense charged. Such items should be corrected on the IBM card and forwarded to the Department with the weekly changes.

MONTHLY REPORT OF PENDING CIVIL MATTERS

1				2	3	4			5	6	7			8	9	10	11	12	13			14			15	16	17	
Dist.	MO.	DAY	YR.	CLAIM NUMBER	DIV.	NAME			Rest. Altra. Code	Section Code	Vlo.	Dist.	Sub. No.	OPP. Party No.	Desig.	Refer.	Cause of Action	Agency Involved	CT. ACTION Mo.	Yr.	Mo.	Day	Yr.	CODE	AMOUNT CLAIMED	Amount Recovered (Judgment, Compromise etc.)	REMARKS	
						PENDING 01 31			5	6																		
99	4	15	4	514	1	BROWN J			6					1	1	2	170	639				5	15	4	013			(1) * 2
99	9	15	4	531	1	MAYER R			8					1	1	2	120	652				12	55	5013	275			
99	9	6	54	533	1	BALL J			8		101	42	511	1	1	3	520	421	95	42	2	16	55	243				
99	11	29	54	550	1	HAYMAN H			8					1	1	1	749	319	11	54	11	1	25	5210				
99	12	5	54	561	1	KILROY W H			4					1	2	2	130	126	12	54	1	3	15	5207	2500			
99	12	16	54	566	1	TRIMBLE J			4	4	77	1	492	1	1	1	62	1830				9	55	5005	1400			
99	1	19	55	575	1	POLK W			3					1	1	2	170	639	65	51	6	15	5215	1500				
99	3	24	55	598	1	CARTER J			5					1	1	2	572	655	35	51	3	26	5209	10000				
99	1	17	56	705	1	ALLEN G B			5					1	1	2	499	405				12	75	6001	10			
99	1	15	56	736	1	SMITH M			6	7	146	50	8066	1	1	1	650	120				13	15	6013	750			
99	1	16	56	742	1	JONES R			6					1	1	2						1	16	56002				
99	1	25	56	750	1	MYERS J			6					1	1	1	749	319				12	56	013				
			7		7	2435			5			5					14			1		4		1	12		16435	

This is a specimen of the Monthly Report of Pending Civil Matters, prepared by the Department. The headings of the form, for the most part, correspond to Form No. USA-113. The following explanations are keyed to the encircled numbers in the body of the form:

- (1) Asterisk indicates that the matter has reached a delinquency status and the number "2" indicates that this is the second time that the item has been so noted.
- (2) Items encircled in red pencil by the Department indicate obvious errors or omissions made in previous reports from United States Attorneys. Note the omissions of the Cause of Action and Agency involved. Such items should be corrected on the IBM card and forwarded to the Department with the weekly changes.

FORM 120R		LAND CONDEMNATION PENDING TRACTS																						
Date Deposited D.O.	DEPARTMENTAL FILE NUMBER		CIVIL NUMBER	TRACT NUMBER	State	Agency Involved	Purpose	ACREAGE	COMPLAINT FILED Mo. Yr.	AMOUNT OF DEPOSIT	AMOUNT OF DISBURSEMENT	TRACT STATUS			Judgment for Compensation		FINAL OPINION		REMARKS	Dept. Sequence Code				
	Project No.	Case No.										No.	Day	Yr.	Mo.	Yr.	Mo.	Yr.						
25			PENDING	01	31	55																		
2514	232	14	① 4416 24		24	21	201	7235	0255	5752.00			02	03	55	04				1				
2514	232	14	②		25	21	201		0255				02	03	55	04				1				
2514	232	17			33	21	201	19800	1154	③ 110,000.00 <del>107,000.00</del>			11	12	15	4				1				
2514	273	170	933		12	12	22	2274409	1044	④ 24,500.00			09	10	55	01	11	21	54	19	02	55		1
2514	301	23	306D		12	12	21	20611	842	⑤ 35,481.57 <del>32,481.57</del>			9	7	51	12	6	44			1			
2514	301	23	306D		32	12	21	4000	842	793635	793635		8	4	44	25	6	44		* ⑥	2			
2514	301	23	306D		82	12	21	4000	842	666000	666000		10	10	51	17					3			
2514	301	23	306D		R00006	12	21		842	400000	400000		5	15	44	25	5	44		*	4			

This is a specimen of the monthly report of "Lands Condemnation Pending Tracts" prepared initially by the Department. United States Attorneys' offices will insert all required information with respect to new matters and status changes with respect to pending matters in the manner illustrated, using pen and ink or red pencil. The following explanations are keyed to the encircled numbers in the body of the form:

- (1) This line represents a new matter, referred to the United States Attorney by the Department. It is appearing in the report for the first time. The United States Attorney's office will insert any or all of the following information as soon as it becomes available: Civil Number; Acreage; Complaint Filed; Amount of Deposit; Amount of Disbursement; Tract Status and Judgment for Compensation, wherever appropriate. The final opinion will be entered by the Department.
- (2) Where pending acreage deposits or disbursements are shown as a lump sum pertaining to a group of tracts, enter tract number of the first tract in the group as reference number for all succeeding tracts in that group. In this example, the aggregate acreage and amount of deposit is listed under the first tract, No. 24.
- (3) This entry illustrates method for reporting "deficiency" deposits. Run a line thru the old total and enter new total representing aggregate amount of deposits.
- (4) This entry illustrates proper method for reporting change in tract status. Note that the status reported in this case is "Judgment for Compensation" and that the date is shown in both the "tract status" and "judgment for compensation" columns.
- (5) Additional disbursements are reported by running a line through the old amount and entering the new aggregate amount of disbursements.
- (6) An asterisk in this column indicates that the case is completed in the United States Attorney's office and is awaiting final opinion in the Department. Such matters require no further action on the part of United States Attorneys and may be ignored for reporting purposes.

Month of \_\_\_\_\_, 19\_\_\_\_

MONTHLY CASELOAD REPORT			
	Criminal Cases	Civil Cases	
		In U. S. Courts	In State Courts
			Total
1. Pending at beginning of month			
2. Filed during this month			
3. Terminated during this month			
4. Pending at close of this month			

\_\_\_\_\_  
United States Attorney

Instructions

Include all "cases" actually in court. Do not include "matters" (i. e., criminal complaints on which no indictment has been returned or information filed and civil claims on which suit has not been commenced).

Submit report to reach Department not later than the 5th of each month and all offices west of the Mississippi River forward by air mail. Other offices use regular mail.

This report must be signed personally by the United States Attorney.

Pending figures must tally with totals at the end of the machine listings as of the close of the preceding month as follows:

- a. Criminal Cases: The third total from the left appearing under name of defendant (Col. 4, Form USA-51).
- b. Civil State Court Cases: The total appearing under the action code column (Col. 14, Form USA-50).
- c. Civil U.S. Court Cases: Obtain by subtracting the State Court total from the total appearing under Section Code (Col. 6, Form USA-50).